AR4112.9 Employee Notifications	Status: ADOPTED
Personnel	October 20, 2015

The Modoc County Office of Education shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law or by County Office policy or regulations.

Acknowledgments Required by Law

- 1. Legal obligation to report known or suspected instances of child abuse
- 2. Oath or affirmation of allegiance required of public employees
- 3. Hepatitis B vaccine declination
- 4. Notice of release from position requiring an administrative or supervisory credential
- 5. The classified employee's class specification, salary data, assignment or work location, duty hours
- 6. Information about certificated employee membership in the State Teachers' Retirement System
- 7. Employer provided medical insurance plan options

Acknowledgments Not Required by Law

- 1. The County Office's drug- and alcohol-free workplace
- 2. The County Office's nonsmoking policy
- 3. Prohibition of sexual harassment
- 4. The certificated employee's employment status and salary
- 5. State disability insurance rights and benefits
- 6. Certificated employee evaluations
- 7. Requirements and information pertinent to emergency teaching or specialist permit applicants
- 8. Notice of layoff
- 9. Derogatory information to be placed in personnel file
- 10. Exhaustion of classified employee's paid leave
- 11. Notice of charges related to disciplinary action
- 12. Notice of intention to dismiss

13. Students whose actions could constitute grounds for suspension or expulsion, except for possession or use of tobacco

Legal Reference: EDUCATION CODE 231.5 Sexual harassment policy 22455.5 STRS information to potential members 22515 Irrevocable election to join STRS 44031 Personnel file contents, inspection 44663 Evaluation and assessment; copy to certificated employee 44940.5-44941 Notification of suspension and intent to dismiss 45113 Notification of charges 45169 Employee salary data 45192 Industrial and accident leave 45195 Additional leave 49079 Notification to teacher **GOVERNMENT CODE** 3100-3109 Oath or affirmation of allegiance 8355 Certification of drug-free workplace, including notification PENAL CODE 11166.5 Employment; statement of knowledge of duty to report UNEMPLOYMENT INSURANCE CODE 2613 Notice of rights and benefits CODE OF REGULATIONS, TITLE 5 80026.1 Information to applicants CODE OF REGULATIONS, TITLE 8 5193 California bloodborne pathogens standard CODE OF FEDERAL REGULATIONS, TITLE 49 382.601 Controlled substance and alcohol use and testing notifications