

ADMINISTRATIVE CIRCULAR NO. 6
Office of the Chief Human Resource Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 26, 2022

To: All District Supervisors, Managers, Vice Principals, Principals, Directors & Chiefs

Subject: ANNUAL EMPLOYEE NOTIFICATIONS

Department and/or Persons Concerned: All Employees

Due Date: Monthly Training Topics

Reference: See Background Section of the Circular

Action Requested: All District Supervisors, Managers, Vice Principals, Principals, Directors & Chiefs **must distribute the attached employee memo**, and provide access to technology and time during the workday to review these training topics and/ or policies.

Brief Explanation:

All Supervisors, Managers, Site Administrators, Directors and Chiefs are required to ensure all employees complete the online training and/ or policy review online. Employees must be provided access to technology and time during the workday to review these training topics and/ or policies.

In prior years, managers were required to conduct the training or ensure the materials were distributed. This year, employees will be assigned the training and/ or policy review via their district email. **Managers no longer need to enter data into the PeopleSoft module.**

All District Supervisors, Managers, Site Administrators, Directors and Chiefs should take the following steps:

1. Ensure all of your employees have activated their sandi.net email address. Employees can review the process using the “Self Help” section of the [ITS website](#) to obtain their district email address.
2. Inform all of your employees to expect and email from **San Diego Unified School District, Subject: SafeSchools Online Training**. The email will provide log in instructions and the link to the training and/ or policy review.
 - a. The training and/ or policy review can be completed all at once or in small sessions.
 - b. The employee will receive email reminders until they have completed the training and/ or policy review.
 - c. Employees may present the certificate if you request it at the site or department level.

Do not send the certificates to the HR office, we will be monitoring completion electronically and do not need the paper documentation.

3. Distribute the attached memo to all employees.

Additional Resources:

- SafeSchools [Job Aid](#)
- SafeSchools website: <https://sandiegounified-ca.safeschools.com/>

For general questions, contact your assigned Human Resource Services Officer, [HR Services & Contact List](#)

APPROVED:

Acacia Thede

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Chief Human Resource Officer

Attachment 1: [Annual Employee Notification Memo to Employees 2022-2023](#)