

# FULLERTON SCHOOL DISTRICT

**ALL PERSONNEL**

**Policy No.: 4055**

**Employee Notifications – Page 1**

**Board Adopted: November 29, 2005**

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The Fullerton School District shall provide employees with the following notifications and shall obtain signed acknowledgments that the notifications were received when so required by law 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. School bus driver drug and alcohol testing policy, regulations, and related information.
5. Notice of release from position requiring an administrative or supervisory credential.
6. The classified employee's class specification, salary data, assignment or work location, duty hours and prescribed workweek.
7. Information about certificated employee membership in the State Teachers' Retirement System.

## Acknowledgement Not Required by Law

1. District's drug and alcohol-free workplace.
2. FSD non-smoking policy.
3. Prohibition of sexual harassment.
4. 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 intent to dismiss.

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**Employee Notifications – Page 2**

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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
	44916	Written Statement of Employment Status
	44940.5-44941	Notification of Suspension and Intent to Dismiss Cause, Notice and Right to Hearing
	44949	Continuation in Position Unless Notified
	44951	Reduction in Number of Employees
	44955	Notification of Charges
	45113	Notice of Layoff
	45117	Employee Salary Data
	45169	Industrial and Accident Leave
	45192	Additional Leave
	45195	Notification to Teacher
	49079	
	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 Blood Borne Pathogens Standard
	Code of Federal Regulations, Title 49	
	382.601	Controlled Substance and Alcohol Use and Testing Notifications