

Perris Union HSD

Exhibit

E 4112.9

All Personnel

E 4112.9

4212.9

EMPLOYEE NOTIFICATIONS

4312.9

| When/Whom to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
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| I. To All Employees | | | |
| At the beginning of school year or upon employment | Education Code 231.5; Government Code 12950 | AR 4119.11 4219.11 4319.11 | The district's policy on sexual harassment, legal remedies, complaints |
| Annually to all employees, and 72 hours before pesticide application | Education Code 17612 | AR 3514.2 | Use of pesticide product, active ingredients, Internet address to access information |
| To all employees, prior to implementing year-round schedule | Education Code 37616 | BP 6117 | Public hearing on year-round program |
| To all employees, prior to implementing alternative schedule- | Education Code 46162 | BP 6112 | Public hearing on alternative schedule in secondary grades |
| Annually to all employees | Education Code 49013; 5 CCR 4622 | AR 1312.3 BP 0460 BP 3260 | Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan |
| Annually to all employees | Education Code 49414 | AR 5141.21 | Request for volunteers to be trained to administer epinephrine auto-injectors |
| At least once per year | Education Code 49414.3 | AR 5141.21 | Request for volunteers to be trained to administer opioid antagonist |
| To all employees | Government Code 1126 | BP 4136 4236 4336 | Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal |
| To all employees | Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210 | BP 4020 BP 4159 4259 4359 | District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs |

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| Upon employment | Government Code 21029 | None | Right to purchase PERS service credit for military service performed prior to public employment |
| Upon placement of automated external defibrillator (AED) in school, and annually thereafter | Health and Safety Code 1797.196 | AR 5141 | Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan |
| To all employees, if the district receives Tobacco-Use Prevention Education funds | Health and Safety Code 104420 | AR 3513.3 | District's tobacco-free schools policy and enforcement procedures |
| Annually to all employees, or more frequently if there is new information | Health and Safety Code 120875, 120880 | BP 4119.43 4219.43 4319.43 | AIDS and hepatitis B, including methods to prevent exposure |
| To all employees, with each paycheck | Labor Code 246 | AR 4161.1 4361.1 AR 4261.1 | Amount of sick leave available |
| Upon hire, in employee handbook, and upon request for parental leave | Labor Code 1034 | BP 4033 | The district's policy on lactation accommodation |
| To covered employees and former employees | Labor Code 2800.2 4354 | AR 4154 4254 | Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage |
| To employees participating in a flexible spending account | Labor Code 2810.7 | None | Deadline to withdraw funds from account before the end of the plan year |
| To every new employee, either at the time employee is hired or by end of first pay period | Labor Code 3551 | AR 4157.1 4257.1 4357.1 | Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor |
| Prior to beginning employment | Penal Code 11165.7, 11166.5 | AR 5141.4 | Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law |
| Upon employment, and when employee goes on leave for specified reasons | Unemployment Insurance Code 2613 | AR 4154 4254 4354 | Disability insurance rights and benefits |
| To all employees and job applicants | 2 CCR 11023; 34 CFR 104.8, 106.9 | BP- 0410 AR 4030 | District's policy on nondiscrimination and related complaint procedures |

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| To all employees via employee handbook, or to each new employee | 2 CCR 11091, 11095; 29 CFR 825.300 | AR 4161.8 4261.8 4361.8 | Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(CFRA); obligation to provide 30 days' notice of need for leave when possible |
| Annually to all employees | 40 CFR 763.84, 763.93 | AR 3514 | Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress |

II. To Certificated Employees

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| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire | Education Code 22455.5 | AR 4121 | Criteria for membership in retirement system; right to elect membership at any time |
| Upon employment of a-retired certificated individual | Education Code 22461 | AR 4117.14 4317.14 | Postretirement earnings limitation or employment restriction; monthly report of compensation |

| When/Whom to Notify: | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
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II. To Certificated Employees (continued)

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| To certificated employees | Education Code 35171 | AR 4115 BP 4315 | District regulations related to performance evaluations |
| 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated | Education Code 44663 | AR-4115 | Copy of employee's evaluation |
| To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee | Education Code 44664 | AR 4115 | Notice and description of the unsatisfactory performance |
| By May 30, if district issues reemployment notices to certificated employees | Education Code 44842 | AR 4112.1 | Request that the employee notify district of intent to remain in service next year |
| To certificated employees upon employment, and to nonpermanent employees in July of each school year | Education Code 44916 | AR 4112.1 AR 4121 | Employment status and salary |

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| To probationary employee, by March 15 | Education Code 44929.21, 44929.23, 44948.5 | BP 4116 | Whether or not employee is reelected for next school year |
| When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year | Education Code 44934, 44934.1, 44936 | BP 4118 AR 4118 | Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice |
| To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice | Education Code 44938 | BP 4118 | Notice of deficiency and opportunity to correct |
| To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year | Education Code 44938 | BP 4118 | Notice of deficiency and opportunity to correct |
| To certificated employee charged with mandatory leave of absence-offense, within 10 days of entry of judgment in proceedings | Education Code 44940.5 | AR 4118 | Notice of intent to dismiss 30 days from notice unless employee demands hearing |
| To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees | Education Code 44948.3 | AR 4118 | Reasons for dismissal and opportunity to appeal |
| By March 15 when necessary to reduce certificated personnel, with final notice by May 15 | Education Code 44949, 44955 | BP 4117.3 | Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination |
| On or before June 30, to temporary employee who served 75 percent of school year but will be released | Education Code 44954 | BP 4121 | District's decision not to reelect employee for following school year |
| To teacher, when a student engages in or is reasonably suspected of specified acts | Education Code 49079 | AR 4158 4258 4358 | Student has committed specified act that constitutes ground for suspension or expulsion |
| To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending | 5 CCR 80303 | AR 4117.7 4317.7 | Contents of state regulation re: report to Commission on Teacher Credentialing |

III. To Classified Employees

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| When classified employee is subject to disciplinary action for cause, in nonmerit district | Education Code 45113 | AR 4218 | Notice of charges, right to hearing, timeline for requesting hearing |
| To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year | Education Code 45117 | AR 4217.3 | Notice of layoff and reemployment rights |
| To classified employees upon employment and upon each change in classification | Education Code 45169 | AR 4212 | Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek |
| To classified permanent employee whose leave is exhausted | Education Code 45192, 45195 | AR 4261.1 AR 4261.11 | Exhaustion of leave, opportunity to request additional leave |
| To school bus drivers and school activity bus drivers prior to expiration of specified documents | 13 CCR 1234 | AR 3542 | Expiration date of driver's license, driver's certificate and medical certificate; need to renew |
| To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter | 13 CCR 2480 | AR 3542 | Limitations on vehicle idling; consequences of not complying |
| To school bus drivers, prior to district drug testing program and thereafter upon employment | 49 CFR 382.113, 382.601 | AR 4112.42 4212.42 4312.42 | Explanation of federal requirements for drug testing program and district's policy |
| To school bus drivers, prior to operating school bus | 49 CFR 382.303 | AR 4112.42 4212.42 4312.42 | Post-accident information, procedures, and instructions |

IV. To Administrative/Supervisory Personnel

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| To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract | Education Code 35031 | BP 2121 BP 4312.1 | Decision not to reelect or reemploy upon expiration of contract or term |
| Upon request by administrative or supervisory employee transferred to teaching position | Education Code 44896 | AR 4313.2 | Statement of the reasons for the release or reassignment |
| By March 15 to employee who may be released/reassigned the following school year | Education Code 44951 | AR 4313.2 | Notice that employee may be released or reassigned the following school year |

V. To Individual Employees Under Special Circumstances

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| In the event of a breach of security of district records, to affected employees | Civil Code 1798.29 | BP 3580 | Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies |
| Prior to placing derogatory information in personnel file | Education Code 44031 | AR 4112.6 4212.6 4312.6 | Notice of derogatory information, opportunity to review and comment |
| To employees who volunteer to administer epinephrine auto-injector | Education Code 49414 | AR 5141.21 | Defense and indemnification from civil liability by the district |
| To employees returning from military leave of absence, within 30 days of return | Government Code 20997 | AR 4161.5 4261.5 4361.5 | Right to receive PERS service credit for military service; application form |
| 24 hours before Board meets in closed session to hear complaints or charges against employee | Government Code 54957 | BB-9321 | Employee's right to have complaints/charges heard in open session |
| When taking disciplinary action against employee for disclosure of confidential information | Government Code 54963 | BP 4119.23 4219.23 4319.23 | Law prohibiting disclosure of confidential information obtained in closed session |
| Within one working day of work-related injury or victimization of crime | Labor Code 3553, 5401 | AR 4157.1 4257.1 4357.1 | Potential eligibility for workers' compensation benefits, claim form |
| When adverse employment action is based on DOJ criminal history information or subsequent arrest notification | Penal Code 11105, 11105.2 | AR 4112.5 4212.5 4312.5 | Copy of DOJ notification |
| To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter | 8 CCR 3204 | AR 4119.42 4219.42 4319.42 | The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records |
| To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation | 8 CCR 5191 | AR 3514.1 | Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material |
| To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area | 8 CCR 5194 | AR 3514.1 | Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights |

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| To employee eligible for military leave | 38 USC 4334 | AR 4161.5 4261.5 4361.5 | Notice of rights, benefits, and obligations under military leave |
| Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave | 29 CFR 825.300; 2 CCR 11049, 11091 | AR 4161.8 4261.8 4361.8 | Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice |
| Whenever notice of eligibility for FMLA is provided to employee | 29 CFR 825.300 | AR 4161.8 4261.8 4361.8 | Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations |

Exhibit
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PERRIS UNION HIGH SCHOOL DISTRICT
Perris, California