

Policy 4212.9: Employee Notifications

Status: DRAFT

Original Adopted Date: 04/12/2017 | **Last Reviewed Date:** 06/18/2026

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling; limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination; pregnancy, childbirth, and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status; alleged misconduct
8 CCR 3204	Access to employee exposure and medical records
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records; breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy
Ed. Code 234.1	Educational equity: Federal Program Monitoring
Ed. Code 32282	Comprehensive School Safety Plan
Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices; certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause

State	Description
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures; districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified; administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
Ed. Code 44955.5	Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45117	Notice of layoff; classified employees
Ed. Code 45169	Employee salary data; classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46160-46162	Alternative schedule for junior high and high school; public hearing with notice
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48851.3	Education of students in foster care and students who are homeless
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher; student who has engaged in acts regarding grounds for suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Ed. Code 51225.25	Student participating in a newcomer program; definition
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12945.8	Accommodations and leave for victims of a qualifying act of violence
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees regarding AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications; workers' compensation benefits
Lab. Code 5401	Workers' compensation; claim form and notice of potential eligibility

State

Pen. Code 11165.7

Description

[Child Abuse and Neglect Reporting Act; notification requirement](#)

Pen. Code 11166.5

[Employment; statement of knowledge of duty to report child abuse or neglect](#)

Unemp. Ins. Code 2613

[Disability insurance; notice of rights and benefits](#)

W&I Code 827

[Limited exception to juvenile court record](#)

Federal

20 USC 2354

Description

[Local application for career and technical education programs](#)

29 CFR 825.300

[Family and Medical Leave Act; notice requirement](#)

34 CFR 100

[Nondiscrimination under programs receiving federal assistance](#)

34 CFR 104.8

[Nondiscrimination; Section 504 of the Rehabilitation Act of 1973](#)

34 CFR 106.8

Title IX; Designation of coordinator, dissemination of policy, and adoption of grievance procedures

34 CFR 106.9

[Severability](#)

34 CFR 84.205-84.210

Drug-free workplace statement

38 USC 4334

[Uniformed Services Employment and Reemployment Rights Act; notice requirement](#)

40 CFR 763.84

[Asbestos inspections, response actions, and post-response actions](#)

40 CFR 763.93

[Asbestos management plans](#)

41 USC 8101-8106

Drug-Free Workplace Act

42 USC 11431-11435

McKinney-Vento Homeless Assistance Act

49 CFR 382.113

[Controlled substance and alcohol use and testing notifications](#)

49 CFR 382.303

[Post-accident information, procedures, and instructions](#)

49 CFR 382.601

[Controlled substance and alcohol use and testing notification](#)

Management Resources

Website

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[CSBA District and County Office of Education Legal Services](#)

Cross References

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[Nondiscrimination In District Programs And Activities](#)

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[Comprehensive Safety Plan](#)

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[Uniform Complaint Procedures](#)

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[Response To Immigration Enforcement](#)

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3514.2	Integrated Pest Management
3580	District Records
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4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
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4112.5-E PDF(1)	Criminal Record Check
4112.6	Personnel Files
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4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
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4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
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4119.11	Sexual Harassment
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4119.43	Universal Precautions
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4121	Temporary/Substitute Personnel
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4136	Nonschool Employment
4154	Health And Welfare Benefits
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4157	Employee Safety
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4157.1	Work-Related Injuries
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4158	Employee Security
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4161.1	Personal Illness/Injury Leave

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4161.11	Industrial Accident/Illness Leave
4161.2	Personal Leaves
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
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4216	Probationary/Permanent Status
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