

## **POLICY**

### **Personnel**

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

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

#### Legal Reference:

##### EDUCATION CODE

- 231.5 Sexual harassment policy
- 17612 Notification of pesticide use
- 22455.5 STRS information to potential members
- 22461 Postretirement compensation limitation
- 35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services
- 35171 Notice of regulations pertaining to certificated employee evaluations
- 37616 Notice of public hearing on year-round schedule
- 44031 Personnel file contents, inspection
- 44663-44664 Evaluation of certificated employees
- 44842 Reemployment notices, certificated employees
- 44896 Transfer of administrator or supervisor to teaching position
- 44916 Written statement of employment status
- 44929.21 Reelection or nonreelection of probationary employee after second year
- 44929.23 Reelection notice, ROPs with less than 250 ADA
- 44934 Notice of disciplinary action for cause
- 44934.1 Suspension or dismissal for egregious misconduct
- 44936 Notice of suspension or dismissal
- 44938 Notice of unprofessional conduct and opportunity to correct
- 44940.5-44941 Notification of suspension and intent to dismiss
- 44948.3 Dismissal of probationary employees
- 44948.5 Nonreelection procedures, ROPs under 250 ADA
- 44949 Cause, notice and right to hearing
- 44951 Continuation in position unless notified, administrative or supervisory personnel
- 44954 Nonreelection of temporary employees
- 44955 Reduction in number of employees
- 45113 Notification of charges, classified employees
- 45117 Notice of layoff, classified employees
- 45169 Employee salary data, classified employees
- 45192 Industrial and accident leave

45195 Additional leave  
46162 Notice of public hearing on block schedule  
49013 Complaints regarding student fees  
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion  
49414 Epinephrine auto-injectors  
49414.3 Administration of opioid antagonist

**CIVIL CODE**

1798.29 ROP records, breach of security

**GOVERNMENT CODE**

1126 Incompatible activities of employees  
8355 Certification of drug-free workplace, including notification  
12950 Sexual harassment  
21029 Retirement credit for period of military service  
54957 Complaints against employees; right to open session  
54963 Unauthorized disclosure of confidential information

**HEALTH AND SAFETY CODE**

1797.196 Automated external defibrillators; notification of use and locations  
104420 Tobacco-free ROPs  
120875 Information on AIDS, AIDS-related conditions, and hepatitis B  
120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B

**LABOR CODE**

245-249 Healthy Workplaces, Healthy Families Act of 2014  
1034 Lactation accommodation  
2800.2 Notification of availability of continuation health coverage  
2810.7 Notice to participate in flexible spending account  
3550-3553 Notifications re: workers' compensation benefits  
5401 Workers' compensation; claim form and notice of potential eligibility

**PENAL CODE**

11105 Access to criminal history information  
11105.2 Subsequent arrest notification  
11165.7 Child Abuse and Neglect Reporting Act; notification requirement  
11166.5 Employment; statement of knowledge of duty to report child abuse or neglect

**UNEMPLOYMENT INSURANCE CODE**

2613 Disability insurance; notice of rights and benefits

**CODE OF REGULATIONS, TITLE 2**

11023 Nondiscrimination in employment  
11049 Notice of right to request pregnancy disability leave or transfer  
11091 California Family Rights Act, designation notice  
11096 Notice of right to request family care leave

CODE OF REGULATIONS, TITLE 5

4622 Uniform complaint procedures

80303 Reports of change in employment status, alleged misconduct

CODE OF REGULATIONS, TITLE 8

3204 Employees exposed to bloodborne pathogens, access to exposure and medical records

5191 Chemical hygiene plan

5194 Hazard communication program

CODE OF REGULATIONS, TITLE 13

1234 Reports regarding ROP buses and bus drivers

2480 Vehicle idling, limitations

UNITED STATES CODE, TITLE 38

4334 Uniformed Services Employment and Reemployment Rights Act, notice requirement

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 Family and Medical Leave Act; notice requirement

CODE OF FEDERAL REGULATIONS, TITLE 34

84.205-84.210 Drug-free workplace statement

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

CODE OF FEDERAL REGULATIONS, TITLE 49

382.113 Controlled substance and alcohol use and testing notifications

382.303 Post-accident information, procedures, and instructions

382.601 Controlled substance and alcohol use and testing notifications