



Personnel Office
EMPLOYEE ANNUAL NOTIFICATIONS
2022/2023 School Year

Policy, state and federal statutes require that we review certain laws and procedures as a condition of employment on an annual basis. You are required to read the documents listed below, which summarize these policies and laws and delineate some specific responsibilities you have as an employee of Calaveras Unified School District.

Please note: all of the documents referenced below are on our located at calaverasusd.com under the Human Resources/Annual Notifications tab. The complete context of board policies, are located, under School Board Information.

I understand that upon termination of my employment, my direct deposit will be stopped and I will receive a warrant for my final pay.

- Animals at School: BP/AR 6163.2**
- Appointment & Conditions of Employment: BP4212 & AR 4212**
- Child Abuse Reporting Procedures: BP 5141.4**
- Civil & Legal Rights: BP 4119.1**
- Civility Policy: BP1313**
- Classified Personnel: BP 4200 & AR 4200**
- Confidentiality Statement: BP 4119.23**
- Dress & Grooming: BP 4119.22 & AR 4119.22**
- Drug and Alcohol-Free Workplace: BP 4020**
- Employee Assistance Programs: BP 4159**
- Employee Pre-Designated Treating Physician Notification**
- Employee Security: BP 4158**
- Employee with Infectious Disease: BP 4119.41**
- Employee Use of Technology: BP 4040**
- Environmental Safety – (Business & Non-instructional Operations): BP 3514(a)**
- Hazardous Substances: BP 3514.1**
- Legal Status: AR 4111.2**
- Non-Discrimination in Employment: BP 4030 & AR 4030**
- Personnel Files: AR 4112.6**
- Probationary Permanent Status: BP 4116 & AR 4116**
- Professional Standards/Code of Ethics: BP 4119.21 & 4119.21**
- Sexual Harassment: BP 4119 & AR 4119**
- Standard Response Protocol**
- Temporary/Substitute Personnel: BP 4121(a) & AR 4121**
- Tobacco-Free Schools: BP 3513.3**
- Uniform Complaint Procedures: BP1312.3 & AR 1312.3**
- Universal Precautions: Administrative Regulation: BP 4119.43**
- Worker’s Compensation Flyer**

Employee Acknowledgement: The information listed above and on the CUSD website outlines important information about the Calaveras Unified School District; I understand that I should consult the Personnel Services department regarding any questions I may have. Since the information referred to on this page are subject to change, I acknowledge that revisions to the policies may occur. As such changes will be posted to the website and will be communicated to all employees. I have reviewed all of the documents listed above and understand it is my responsibility to comply with these policies and any revisions made to them. Should you have specific questions about any of these laws or procedures, please contact either your immediate supervisor or the Personnel Department.

I have reviewed all of the documents listed above and understand that it is my responsibility to comply with these policies and any revision made to them. Following the review of these laws and procedures, please sign the bottom of this page and submit it to the Personnel Department. Thank you.

Signature

Printed Name

Employee ID

Date