I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Education or Other Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 11024
Board Policy/Administrative Regulation #: See AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application
Education or Other Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: See AR 3514.2
Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to implementing year-round schedule
Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: See BP 6117
Subject: Public hearing on year-round implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing alternative schedule
Education or Other Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: See AR 6112
Subject: Public hearing on alternative schedule

When/Whom to Notify: To all employees
Education or Other Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: See AR 1312.3; See BP 0460; See BP 3260
Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When/Whom to Notify: To all employees
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year
Education or Other Legal Code: Education Code 49414.3
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Request for volunteers to be trained to administer opioid antagonist

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: See BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Government Code 3102
Board Policy/Administrative Regulation #: See AR 4112.3/4212.3/4312.3
Subject: Oath or affirmation of allegiance required of disaster service workers

When/Whom to Notify: To all employees
Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210
Board Policy/Administrative Regulation #: See BP 4020, See BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment
Education or Other Legal Code: Government Code 21029
Board Policy/Administrative Regulation #: None
Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter
Education or Other Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: See AR 5141
Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds
Education or Other Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: See AR 3513.3
Subject: District's tobacco-free schools policy and enforcement procedures
When/Whom to Notify: Annually to all employees, or more frequently if there is new information
Education or Other Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: See AR 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To all employees, with each paycheck
Education or Other Legal Code: Labor Code 246
Board Policy/Administrative Regulation #: See AR 4161.1/4261.1/4361.1
Subject: Amount of sick leave available

When/Whom to Notify: To covered employees and former employees
Education or Other Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: See AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period
Education or Other Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: See BP 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment
Education or Other Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons
Education or Other Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: See AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: To all employees and job applicants
Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9
Board Policy/Administrative Regulation #: See BP 0410, See BP 4030
Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee
Education or Other Legal Code: 2 CCR, 11095; 29 CFR 825.300
Board Policy/Administrative Regulation #: See AR 4161.8/4261.8/4361.8
Subject: 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

When/Whom to Notify: Annually to all employees
Education or Other Legal Code: 40 CFR 763.84, 763.93
Board Policy/Administrative Regulation #: See AR 3514
Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire
Education or Other Legal Code: Education Code 22455.5
Board Policy/Administrative Regulation #: See AR 4121
Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual
Education or Other Legal Code: Education Code 22461
Board Policy/Administrative Regulation #: See AR 4117.14/4317.14
Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees
Education or Other Legal Code: Education Code 35171
Board Policy/Administrative Regulation #: See AR 4115, See BP 4315
Subject: District regulations related to performance evaluations
When/Whom to Notify: 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 or Other Legal Code:** Education Code 44663  
**Board Policy/Administrative Regulation #:** See AR 4115  
**Subject:** Copy of employee’s evaluation  

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee  
**Education or Other Legal Code:** Education Code 44664  
**Board Policy/Administrative Regulation #:** See AR 4115  
**Subject:** Notice and description of the unsatisfactory performance  

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees  
**Education or Other Legal Code:** Education Code 44842  
**Board Policy/Administrative Regulation #:** See AR 4112.1  
**Subject:** Request that the employee notify district of intent to remain in service next year  

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year  
**Education or Other Legal Code:** Education Code 44916  
**Board Policy/Administrative Regulation #:** See AR 4112.1, See AR 4121  
**Subject:** Employment status and salary  

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee’s second consecutive year of employment  
**Education or Other Legal Code:** Education Code 44929.21  
**Board Policy/Administrative Regulation #:** See AR 4117.6  
**Subject:** Whether or not employee is reelected for next school year  

When/Whom to Notify: 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 or Other Legal Code:** Education Code 44934, 44934.1, 44936  
**Board Policy/Administrative Regulation #:** See BP 4118; See AR 4118  
**Subject:** Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice  

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice  
**Education or Other Legal Code:** Education Code 44938  
**Board Policy/Administrative Regulation #:** See BP 4118  
**Subject:** Notice of deficiency and opportunity to correct  

When/Whom to Notify: 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 or Other Legal Code:** Education Code 44938  
**Board Policy/Administrative Regulation #:** See BP 4118  
**Subject:** Notice of deficiency and opportunity to correct  

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
**Education or Other Legal Code:** Education Code 44940.5
**Board Policy/Administrative Regulation #:** See AR 4118
**Subject:** Notice of intent to dismiss 30 days from notice unless employee demands hearing

**When/Whom to Notify:** To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees

**Education or Other Legal Code:** Education Code 44948.3
**Board Policy/Administrative Regulation #:** See AR 4118
**Subject:** Reasons for dismissal and opportunity to appeal

**When/Whom to Notify:** By March 15 when necessary to reduce certificated personnel, with final notice by May 15

**Education or Other Legal Code:** Education Code 44949, 44955
**Board Policy/Administrative Regulation #:** See BP 4117.3
**Subject:** Reasons for personnel reduction and employees’ right to hearing; final notice of Board decision re: termination

**When/Whom to Notify:** On or before June 30, to temporary employee who served 75 percent of school year but will be released

**Education or Other Legal Code:** Education Code 44954
**Board Policy/Administrative Regulation #:** See BP 4121
**Subject:** District's decision not to reelect employee for following school year

**When/Whom to Notify:** To teacher, when a student engages in or is reasonably suspected of specified acts

**Education or Other Legal Code:** Education Code 49079
**Board Policy/Administrative Regulation #:** See AR 4158/4258/4358
**Subject:** Student has committed specified act that constitutes ground for suspension or expulsion

**When/Whom to Notify:** To certificated employee upon change in employment status due to alleged misconduct

**Education or Other Legal Code:** 5 CCR 80303
**Board Policy/Administrative Regulation #:** See AR 4117.7/4317.7
**Subject:** Contents of state regulation re: report to Commission on Teacher Credentialing

### III. To Classified Employees

**When/Whom to Notify:** To classified employee charged with mandatory leave of absence offense, in merit system district

**Education or Other Legal Code:** Education Code 44940.5
**Board Policy/Administrative Regulation #:** See AR 4218
**Subject:** Notice of intent to dismiss in 30 days

**When/Whom to Notify:** When classified employee is subject to disciplinary action for cause, in nonmerit district

**Education or Other Legal Code:** Education Code 45113
**Board Policy/Administrative Regulation #:** See AR 4218
**Subject:** Notice of charges, procedures, and employee rights

**When/Whom to Notify:** To classified employees at least 60 days prior to layoff, or by April 29 if
specially funded program that expires at end of school year

**Education or Other Legal Code:** Education Code 45117  
**Board Policy/Administrative Regulation #:** See AR 4217.3  
**Subject:** Notice of layoff and reemployment rights

**When/Whom to Notify:** To classified employees upon employment and upon each change in classification  
**Education or Other Legal Code:** Education Code 45169  
**Board Policy/Administrative Regulation #:** See AR 4212  
**Subject:** Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

**When/Whom to Notify:** To classified permanent employee whose leave is exhausted  
**Education or Other Legal Code:** Education Code 45192, 45195  
**Board Policy/Administrative Regulation #:** See AR 4261.1, See AR 4261.11  
**Subject:** Exhaustion of leave, opportunity to request additional leave

**When/Whom to Notify:** To school bus drivers and school activity bus drivers prior to expiration of specified documents  
**Education or Other Legal Code:** 13 CCR 1234  
**Board Policy/Administrative Regulation #:** See AR 3542  
**Subject:** Expiration date of driver's license, driver's certificate and medical certificate; need to renew

**When/Whom to Notify:** To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter  
**Education or Other Legal Code:** 13 CCR 2480  
**Board Policy/Administrative Regulation #:** See AR 3542  
**Subject:** Limitations on vehicle idling; consequences of not complying

**When/Whom to Notify:** To school bus drivers, prior to district drug testing program and thereafter upon employment  
**Education or Other Legal Code:** 49 CFR 382.601  
**Board Policy/Administrative Regulation #:** See BP 4112.42/4212.42/4312.42  
**Subject:** Explanation of federal requirements for drug testing program and district's policy

**IV. To Administrative/Supervisory Personnel**

**When/Whom to Notify:** To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract  
**Education or Other Legal Code:** Education Code 35031  
**Board Policy/Administrative Regulation #:** See BP 4312.1  
**Subject:** Decision not to reelect or reemploy upon expiration of contract or term

**When/Whom to Notify:** Upon request by administrative or supervisory employee transferred to teaching position  
**Education or Other Legal Code:** Education Code 44896  
**Board Policy/Administrative Regulation #:** See AR 4313.2  
**Subject:** Statement of the reasons for the release or reassignment

**When/Whom to Notify:** By March 15 to employee who may be released/reassigned the following school year
Education or Other Legal Code: Education Code 44951
Board Policy/Administrative Regulation #: See AR 4313.2
Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees
Education or Other Legal Code: Civil Code 1798.29
Board Policy/Administrative Regulation #: See BP 3580
Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file
Education or Other Legal Code: Education Code 44031
Board Policy/Administrative Regulation #: See AR 4112.6/4212.6/4312.6
Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector
Education or Other Legal Code: Education Code 49414
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To employees returning from military leave of absence, within 30 days of return
Education or Other Legal Code: Government Code 20997
Board Policy/Administrative Regulation #: See AR 4161.5/4261.5/4361.5
Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee
Education or Other Legal Code: Government Code 54957
Board Policy/Administrative Regulation #: See BB 9321
Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information
Education or Other Legal Code: Government Code 54963
Board Policy/Administrative Regulation #: See BP 4119.23/4219.23/4319.23
Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime
Education or Other Legal Code: Labor Code 3553, 5401
Board Policy/Administrative Regulation #: See BP 4157.1/4257.1/4357.1
Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification
Education or Other Legal Code: Penal Code 11105, 11105.2
Board Policy/Administrative Regulation #: See AR 4112.5/4212.5/4312.5
Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials,
upon initial employment and at least annually thereafter

**Education or Other Legal Code:** 8 CCR 3204, 5193

**Board Policy/Administrative Regulation #:** See AR 4119.42/4219.42/4319.42

**Subject:** The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

**When/Whom to Notify:** To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation

**Education or Other Legal Code:** 8 CCR 5191

**Board Policy/Administrative Regulation #:** See AR 3514.1

**Subject:** Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

**When/Whom to Notify:** 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

**Education or Other Legal Code:** 8 CCR 5194

**Board Policy/Administrative Regulation #:** See AR 3514.1

**Subject:** Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

**When/Whom to Notify:** To employee eligible for military leave

**Education or Other Legal Code:** 38 USC 4334

**Board Policy/Administrative Regulation #:** See AR 4161.5/4261.5/4361.5

**Subject:** Notice of rights, benefits, and obligations under military leave

**When/Whom to Notify:** Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

**Education or Other Legal Code:** 29 CFR 825.300; 2 CCR 11049, 11091

**Board Policy/Administrative Regulation #:** See AR 4161.8/4261.8/4361.8

**Subject:** 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

**When/Whom to Notify:** Whenever notice of eligibility for FMLA is provided to employee

**Education or Other Legal Code:** 29 CFR 825.300

**Board Policy/Administrative Regulation #:** See AR 4161.8/4261.8/4361.8

**Subject:** Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California       June 23, 2015; September 12, 2018