

ORCUTT UNION SCHOOL DISTRICT
500 Dyer Street
Orcutt, CA 93455

Annual Employee Notifications

Board Policy 4112.9, Employee Notifications, requires certain Board Policies and Administrative Regulations be provided to employees upon employment and a signed acknowledgement be retained by the Human Resources office.

Administrative Regulation & Board Policy 1312.3	Uniform Complaint Procedures
Administrative Regulation & Board Policy 3513.3	Tobacco-Free Schools
Administrative Regulation & Exhibit 3514.2	Integrated Pest Management
Board Policy & Exhibit 4020	Drug and Alcohol-Free Workplace
Administrative Regulation & Board Policy 4030	Nondiscrimination in Employment
Exhibit & Board Policy 4040	Employee Use of Technology
Administrative Regulation 4112.3, 4212.3, 4312.3	Oath or Affirmation
Administrative Regulation & Board Policy 4119.11, 4219.11, 4319.11	Sexual Harassment
Administrative Regulation & Board Policy 4119.43, 4219.43, 4319.43	Universal Precautions
Board Policy 4136, 4236, 4336	Non-school Employment
Board Policy 4157, 4257, 4357	Employee Safety
Administrative Regulation 4161.8, 4261.8, 4361.8	Family Care and Medical Leave Act
Administrative Regulation & Board Policy 5141.4	Child Abuse Prevention and Reporting
Penal Code 11165.7, 11165.007	Reporting Child Abuse
Penal Code 11166, 11166.000	Child Abuse Reporting
Penal Code 11167, 11167.000	Child Abuse and Neglect Reporting Act

By signing below, I acknowledge that I have read and understand the provisions of Penal Code Section 11166, and that, to the extent that its provisions apply to me, I will comply with its provisions and the provisions of the Orcutt Union School District Board Policy and Administrative Regulation 5141.4, *Child Abuse Prevention and Reporting*, to report known or suspected instances of child abuse.

By signing below, I acknowledge that I have received and understand the Violence in the Workplace Prevention Plan training provided by my principal during the first staff meeting of the school year.

By signing below, I acknowledge that I have read and agree to abide by the procedures and regulations set forth in the District's policies and regulations.

Print Name _____

Signature _____ Date _____

Annual Employee Notifications and the Emergency Response Information and First Aid / Emergency Take Action Checklist may be found for review on the district website at www.orcuttschools.net under Staff/Human Resources/Related Downloads/Annual Employee Notifications. Please review the documents at your convenience, sign this verification form indicating that you have done so and submit to your office manager in September.