

# Thermalito Union Elementary School District Annual Notices to Employee 2023-2024



## Statement of Non-Discrimination

The Thermalito Union Elementary School District prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Please address questions or complaints alleging non-compliance to the Superintendent, Mr. Gregory Blake at 400 Grand Avenue, Oroville, CA 95965, (530) 538-2900.

## [All Board Policies/Administrative Regulations are linked here](#)

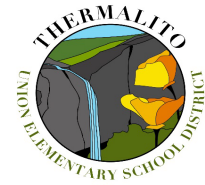
Whom to Notify	Education or other Legal Code	Board Policy/ Administrative Regulation	Subject
<b>I. To All Employees</b>			
To all employees	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	<b>Non-Discrimination in District Programs &amp; Activities &amp; Employment;</b> District's policy on nondiscrimination and related complaint procedures
To all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	<b>Uniform Complaint Procedures, LCAP, Fees &amp; Charges;</b> appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
To all employees	Health and Safety Code 104420	AR 3513.3	<b>Tobacco-Free School;</b> District's tobacco-free school policy and enforcement procedures
To all employees	40 CFR 763.84, 763.93	AR 3514	<b>Environmental Safety;</b> Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 BP 4259 BP 4359	<b>Drug &amp; Alcohol-Free Workplace;</b> District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
To all employees	Labor Code 1034	BP 4033	<b>Lactation Accommodation;</b> The district's policy on lactation accommodation
To all employees	Education Code 231.5; Government Code 12950; 34 CFR 106.8	AR 4119.11 AR 4219.11 AR 4319.11	<b>Sexual Harassment;</b> The district's policy on sexual harassment, legal remedies, complaints; Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
To all employees	Health and Safety Code 120875, 120880	BP 4119.43 BP 4219.43 BP 4319.43	<b>Universal Precautions;</b> AIDS and hepatitis B, methods to prevent exposure

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To all employees	Government Code 1126	BP 4136 BP 4236 BP 4336	<b>Non-School Employment;</b> Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Labor Code 2800.2; Unemployment Insurance Code 2613	AR 4154 AR 4254 AR 4354	<b>Health &amp; Welfare Benefits;</b> Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage; disability insurance rights and benefits
To all employees	8 CCR 3203, Labor Code 6409.6	AR 4157 AR 4257 AR 4357	<b>Employee Safety;</b> The right and procedure to access the injury and illness prevention program; Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
To all employees	Labor Code 3551	AR 4157.1 AR 4257.1 AR 4357.1	<b>Work-Related Injuries;</b> Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
To all employees	Welfare and Institutions Code 827; Education Code 49079, 48201; Labor Code 230	AR 4158 AR 4258 AR 4358	<b>Employee Security;</b> Accommodations and leave for victims of domestic violence; Student has committed specified act that constitutes ground for suspension or expulsion; Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees	Labor Code 246	AR 4161.1 AR 4261.1 AR 4361.1	<b>Personal Illness/Injury Leave;</b> Use of sick leave
To all employees	Labor Code 230.1	AR 4161.2 AR 4261.2 AR 4361.2	<b>Personal Leaves;</b> Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
To all employees	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 AR 4261.8 AR 4361.8	<b>Family Care &amp; Medical Leave;</b> 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
To all employees	Health and Safety Code 1797.196	AR 5141	<b>Health Care and Emergencies;</b> Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees	Education Code 49414; 49414.3	AR 5141.21	<b>Administering Medication &amp; Monitoring Health Conditions</b>

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To all employees	Penal Code 11165.7, 11166.5	AR 5141.4	<b>Child Abuse Prevention &amp; Reporting;</b> Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
To all employees working with homeless families	42 USC 11432	AR 6173	<b>Education for Homeless Children;</b> Duties of district liaison for homeless students
<b>II. To Certificated Employees</b>			
To part-time, probationary, temporary and substitute certificated employees	Education Code 22455.5, 44954	AR 4121	<b>Temporary/Substitute Personnel;</b> Criteria for membership in retirement system; right to elect membership at any time; district's decision not to re-elect employee for following school year
To probationary and temporary certificated employees	Education Code 44916	AR 4112.1	<b>Contracts;</b> Employment status and salary
To certificated employees	Education Code 35171, 44663, 44664	AR 4115 BP 4315	<b>Evaluation/Supervision;</b> District regulations related to performance evaluations; Copy of employee's evaluation; Notice and description of the unsatisfactory performance
To probationary certificated employees	Education Code 44929.21, 44929.23, 44948.5	BP 4116	<b>Probationary/Permanent Status;</b> Whether or not employee is reelected for next school year
To certificated employees	Education Code 44934, 44934.1, 44936, 44938, 44940.5, 44948.3	BP 4118 AR 4118	<b>Dismissal/Suspension/Disciplinary Action;</b> Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice; Notice of deficiency and opportunity to correct; Notice of intent to dismiss 30 days from notice unless employee demands hearing; Reasons for dismissal and opportunity to appeal
<b>III. To Classified Employees</b>			
To school bus drivers	13 CCR 1234, 13 CCR 2480	AR 3542	<b>School Bus Drivers;</b> Expiration date of driver's license, driver's certificate and medical certificate; need to renew; Limitations on vehicle idling; consequences of not complying

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To school bus drivers	49 CFR 382.113, 382.303, 382.601	AR 4112.42 AR 4212.42 AR 4312.42	<b>Drug &amp; Alcohol Testing for School Bus Drivers;</b> Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test; Post-accident information, procedures, and instruction
To classified employees	Education Code 45169	AR 4212	<b>Appointment and Conditions of Employment;</b> Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified employees	Education Code 45113	AR 4218	<b>Dismissal/Suspension/Disciplinary Action;</b> Notice of charges, right to hearing, timeline for requesting hearing
To classified employees	Education Code 45192, 45195	AR 4261.1 AR 4261.11	<b>Personal Illness/Injury Leave &amp; Industrial Accident/Illness Leave;</b> Exhaustion of leave, opportunity to request additional leave
<b>V. To Individual Employees Under Special Circumstances</b>			
To any employee assigned to a work area where hazardous chemicals are present, or who may be exposed to hazardous substances in the work area, upon initial assignment and upon new exposure situation	8 CCR 5191, 5194	AR 3514.1	<b>Hazardous Substances;</b> Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material; Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
In the event of a breach of security of district records to affected employees	Civil Code 1798.29	BP 3580	<b>District Records;</b> Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 AR 4212.5 AR 4312.5	<b>Criminal Record Check;</b> Copy of DOJ notification

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Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 AR 4212.6 AR 4312.6	<b>Personnel Files;</b> Notice of derogatory information, opportunity to review and comment
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 BP 4219.23 BP 4319.23	<b>Unauthorized Release of Confidential/Privileged Information;</b> Law prohibiting disclosure of confidential information obtained in closed session
To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 AR 4219.42 AR 4319.42	<b>Exposure Control Plan for Bloodborne Pathogens;</b> The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 AR 4257.1 AR 4357.1	<b>Work-Related Injuries;</b> Potential eligibility for workers' compensation benefits, claim form
To employee eligible for military leave or employee returning from military leave of absence	Government Code 20997; 38 USC 4334	AR 4161.5 AR 4261.5 AR 4361.5	<b>Military Leave;</b> Notice of rights, benefits, and obligations under military leave; Right to receive PERS service credit for military service; application form
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	<b>Administering Medication &amp; Monitoring Health Conditions;</b> Defense and indemnification from civil liability by the district
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	<b>Closed Session;</b> Employee's right to have complaints/charges heard in open session