



Annual Notices

Employee Name: _____

The personnel department requires an annual acknowledgment by employees confirming their review of the below documents in reference to the terms and condition of employment.

Represented employees are encouraged to refer to the applicable collective bargaining agreements, in addition to referring to the listed policies, procedures and/or regulations.

<http://www.marinschools.org/Personnel/Employee-Resources/Pages/default.aspx>

- Child Abuse and Dependent Adult Abuse Reporting Requirements (Board Policy 4150) & Mandated Reporter Training
- Complaint Policies
 - Complaints against School Personnel (Board Policy 4131)
 - Uniform Complaint Procedure (Board Policy 1501)
- Confidential Student Information (EC 49076)
- Drug-free and Tobacco-free work place (Board Policies 2210 + 4180)
- Employee Use of Technology
 - Use of Office Equipment and Supplies (Board Policy 4111.4)
 - MCOE Educational Internet Account Acceptable Use Agreement
 - Gift of Public Funds - Accepting Contributions, Gifts, and Donations (Board Policy 3215.3)
- Facts About Workers' Compensation
- Freedom from TB
- Hate Motivated Behavior and Bullying Prevention (Board Policy 5203 + 1503)
- Leave Information
 - Federal Family and Medical Leave Act (FMLA)
 - California Family Rights Act (CFRA)
 - Pregnancy Disability Leave (PDL)
- Nondiscrimination and Equal Employment Opportunity (Board Policy 4112)
 - DFEH – Employment Discrimination Based on Disability
- Sexual Harassment
 - Freedom from Sexual Harassment (Board Policy 4140)
 - Adult Sexual and Gender-Based Harassment Policy and Administrative Regulation (Board Policy 4141)
 - Student Sexual and Gender-Based Harassment Policy and Administrative Regulation (Board Policy 5205)
 - DFEH – Facts About Sexual Harassment
- Safety Program / Injury and Illness Prevention Plan
- Use of Copyrighted Materials (Board Policy 4111.5)

For the health and consideration of others, please limit use of fragrances (perfume/cologne), other highly aromatic beauty products, and scented items in the work environment.

I have received verbal and/or written information on all the above topics. I understand my responsibilities regarding mandatory child abuse reporting requirements, freedom from sexual harassment and bullying, use of universal precautions, the prohibition of corporal punishment, adherence to copyright laws, drug-free work place requirements, workers' compensation, MCOE Complaint procedures, the MCOE policy on use of office equipment and the MCOE Internet Use Agreement.

Signed: _____ Date: _____