Kathy Northington
County Superintendent of Schools

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Calaveras County Office of Education

Employee Annual Notifications
2011-2012

Calaveras County Office of Education Employees:

County Office board policies and state and federal statutes require that every County Office of Education Employee be familiar with certain laws and procedures as a condition of employment each year. 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 the Calaveras County Office of Education. The *Employee Annual Notifications* for you to review have been placed on the **Calaveras County Office of Education (CCOE) website www.ccoe.k12.ca.us/notifications**. Please go to this website to review the documents listed below.

As you review each of the sections listed in the *Employee Annual Notifications*, please initial the appropriate section listed below. Following the review of these laws and procedures, please sign the bottom of this page, and submit it to the Personnel Department, attention Debbie Capizano. ***We have enclosed a hard copy of a new notice "Confidentiality Agreement" that we are requesting you read, sign and return along with this form.*** Please note that any of the documents referenced below may be printed from the CCOE website, if preferred. Should you have specific questions about any of the laws or procedures, please contact either your immediate supervisor or the Personnel Department. For the complete context of board policies, contact Debbie Koehler at 736-6007.

_____ Insurance Information
_____ Long Term Disability
_____ Workers Compensation
_____ Confidentiality Agreement
_____ Drug and Alcohol-Free Workplace
_____ Tobacco-Free Schools
_____ Universal Precautions
_____ Child Abuse Reporting Procedures
_____ Sexual Harassment
_____ Non-Discrimination in Employment
_____ Uniform Complaint Procedures
_____ Employee Use of Technology
_____ Family Care and Medical Leave
_____ Illness, Injury and Prevention Plan
_____ Voluntary 403b Retirement Plans
_____ Pesticide Use
_____ Management Plan For Asbestos-Containing Material
_____ Asbestos Activities, Summer 2011
_____ Aerosol Transmissible Disease Prevention Program

Once all items listed above have been reviewed, please sign and RETURN *this sheet* to: Calaveras County Office of Education, ATTN: Debbie Capizano, P.O. Box 760, Angels Camp, CA 95221-0760.

My signature below denotes that I received and read the summaries of laws and policies contained in the Employee Compliance Packet.

_____ _____ _____
Name (please print) Signature Date