



## 2023-24 EMPLOYEE ANNUAL NOTIFICATIONS

### Acknowledgment of Receipt

The Human Resources Department is required, on an annual basis, to provide employees with the notifications listed below. Classified and Certificated bargaining unit members are encouraged to refer to their applicable contract agreements in addition to referring to the listed policies, procedures, board policies and/or regulations that can be accessed on the District Website under Human Resources ([www.washingtonunified.org](http://www.washingtonunified.org)).

Description of Board Policy	Policy Number
AED	AR 5141
Child Abuse Mandated Reporting	AR 5141.4
Discrimination/Harassment	4030
Drug Free Workplace	BP 4020
Employee Assistance Program	BP 4159
Evaluation Supervision	4115
Exposure Control Plan for Bloodborne Pathogens	AR 4119.42/4219.42/4319.42
Hazardous Substances	AR 3514.1
Health and Welfare Benefits	4154, 4254, 4354
Military Leave	AR 4161.5/4261.5
Nondiscrimination	BP 4030
Non-school Employment	BP 4136/4236/4336
Oath or Affirmation	AR 4112.3/4212.3/4312.3
Performance Evaluation	4115
Political Activities of Employees	4119.25/4219.25/4319.25
Reasonable Accommodation	AR 4032
Sexual Harassment	AR 4119.11/4219.11/4319.11
Tobacco-Free Schools	3513.3
Unauthorized Release of Confidential/Privileged Information	BP 4119.23/4219.23/4319.23
Uniform Complaint Procedure	AR 1312.3
Universal Precautions	AR 4119.43/4219.43/4319.43
Use of Pesticide Product	AR 3514.2
Work Related Injuries	BP 4157.1/4257.1/4357.1

#### Annual Notifications:

Employee Asbestos Notification

[Universal Availability Plans](#)

[Acceptable Use Policy \(Technology\)](#)

## **Mandatory Postings:**

- [Americans with Disabilities Act](#)
- [California Law Prohibits Workplace Discrimination and Harassment \(DFEH Notice\)](#)
- [Employee Rights Under the Family and Medical Leave Act \(DOL Notice\)](#)
- [Equal Employment Opportunity is the Law \(EEOC Notice\)](#)
- [Family Care and Medical Leave \(CFRA Leave\) and Pregnancy Disability Leave \(DFEH Notice\)](#)
- [Hate Violence and Civil Rights \(DFEH Notice\)](#)
- [Pregnancy Leave \(DFEH Notice\)](#)
- [Rights of Victims of Domestic Violence, Sexual Assault and Stalking](#)
- [Sexual Harassment \(DFEH Notice\)](#)
- [Voter Rights – Time off to Vote](#)
- [Workers’ Compensation](#)
- [Your Rights Under USERRA – Uniformed Services Employment and Reemployment Rights Act \(DOL Notice\)](#)

## **Resources:**

- [U.S. Equal Employment Opportunity Commission](#)
- [State of California of Fair Employment and Housing](#)
- [U.S. Department of Labor](#)
- [State of California Employment Development Department](#)

## **Declaration of Employee:**

*I have reviewed the above Employee Annual Notifications and Mandatory Postings for the current school year, which I may retain in my personnel file.*

*My signature below signifies that I understand the contents of the mandatory postings. If I need clarification on any mandatory posting, I understand that I should call the Washington Unified School District, Human Resources Department at (559) 495-5600 before signing this declaration.*

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN TO:** Human Resources for placement into your personnel file (or complete the online acknowledgement form).

## Employee Asbestos Notification

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, kindergarten through twelfth grade, to be inspected by EPA accredited inspectors and to identify all asbestos-containing building materials as defined in AHERA. The law further requires the development of a management plan by an EPA accredited management planner based upon the findings of the inspection.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation, structural fireproofing, floor tile, etc. The primary concern arises when these materials begin to deteriorate or become damaged.

The initial inspection of school sites was conducted a number of years ago and identified some asbestos-containing materials. Periodic inspections will continue to ensure that the asbestos-containing materials remain in good condition and do not pose a hazard to our students or staff.

A copy of the complete district management plan and individual campus inspection reports are on file for your review at the district office, located at 7950 South Elm Avenue, Fresno, CA 93706.

Human Resources