



## Calaveras Unified School District

3304-C Highway 12  
P.O. Box 788  
San Andreas, CA 95249  
(209) 754-2300  
[www.calaveras.k12.ca.us](http://www.calaveras.k12.ca.us)

### Personnel Office

## EMPLOYEE ANNUAL NOTIFICATIONS 2012/2013 School Year

Calaveras Unified Employees:

Policy, state and federal statutes require that we review certain laws and procedures as a condition of employment on an annual basis. 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 Calaveras Unified School District.

As you review each of the sections listed in this packet, 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 Jeanie Kancianich. Please note that most of the documents referenced below are on our website, Board Policy. Should you have specific questions about any of these laws or procedures, please contact either your immediate supervisor or the Personnel Department. For the complete context of board policies, you may contact Shirley Bell at 754-2339 or go on-line at [calaveras.k12.ca.us](http://calaveras.k12.ca.us), then click on Board Policies.

- Child Abuse Reporting Procedures – Please Return a Signed Copy to the Personnel Dept.**
- Civility Policy**
- Confidentiality Statement – Please Return a Signed Copy to the Personnel Dept.**
- Drug and Alcohol-Free Workplace**
- Employee Use of Technology – Please Return a Signed Copy to the Personnel Dept.**
- Employee Security (Violence Free Workplace)**
- Environmental Safety – Asbestos & Pesticides**
- Non-Discrimination in Employment**
- Professional Standards**
- Sexual Harassment**
- Tobacco-Free Schools**
- Uniform Complaint Procedures**
- Universal Precautions**

Once all items listed above have been reviewed and initialed, please sign and **RETURN** this page to the Personnel Department, **attn: Jeanie Kancianich**, PO Box 788, San Andreas, CA 95249-0788.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date