

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 29, 2018 **REVISED**

**To:** All District Supervisors, Managers, Site Administrators, Directors & Chiefs

**Subject:** ANNUAL EMPLOYEE NOTIFICATIONS

**Department and/or Persons Concerned:** All Employees

**Due Date:** October 5, 2018

**Reference:** Board Policy and Administrative Regulation 5141.4, Child Abuse Prevention and Reporting  
Board Policy and Administrative Regulation 5131.2, Bullying  
Administrative Procedure 0114-Nondiscrimination of Transgender Students and Board Policy and Administrative Regulation 5145.3, Nondiscrimination/Harassment  
Board Policy/ Administrative Regulation 5142.52, Suicide Prevention and EP 10 Suicide  
Board Policy and Administrative Regulation 5145.7, Sexual Harassment  
Administrative Procedure 7046, Professional Responsibilities of Certificated employees  
Board Policy and Administrative Regulation 0410, Nondiscrimination in District Programs and Activities  
Board Policy I-1450, Drug- Free Workplace  
Administrative Procedure 7039, Staff Use of District Data Communications Networks and the Internet

**Action Requested:** All District Site Administrators/department heads will be required to provide an annual training within the first six weeks of school and obtain signatures from all employees by October 5, 2018. You must obtain signatures from all employees and enter the data into PeopleSoft HCM (see job aid, [How to Run the Annual Employee Notifications Report](#)) by October 5, 2018.

**Brief Explanation:** All Supervisors, Managers, Site Administrators, Directors and Chiefs are required to ensure all employees attend a training (in person or online) and that they acknowledge (via signature) that they have received and understand the information in these notifications within the first six weeks of the school year.

All District Supervisors, Managers, Site Administrators, Directors and Chiefs should take the following steps:

1. Download the signature document for your site. Use this [job aid](#) to download your site/ department signature document is attached to this circular (note: Food Service and Nursing Staff participate in the training with their departments).
2. Review the [presenter script](#) as it has specific processes for preparing, delivering and following up after the training has occurred.
3. Conduct the training using the “Annual Employee Notification Training” link on the Inside HR website. Employees who participate in the training (in-person/ online or packet) should sign the signature document. Once all signatures are collected, the site/ division head should enter this information into PeopleSoft HCM (see [job aid](#))
  - a. How to conduct the Annual Employee Notifications Training:
    - i. Option 1 (preferred). Conduct an in person meeting. You may schedule more than one session if you have a large site/ location or for other logistical reasons.
    - ii. Option 2. Provide the link to employees and have them view the presentation on their own. Employees should be provided time within their work day as well as access to a device that allows them to view the materials.
    - iii. Option 3. Print and distribute the Annual Employee Notifications Training Packet
4. Employees who are absent for the training may conduct the training online or may be provided time during the work day to complete the training.

Training link:

<https://www.sandi.net/staff/human-resources/annual-employee-notifications>

## BACKGROUND

On an annual basis, the District is required to notify all employees of the following topics:

- Legal obligation to report known or suspected instances of child abuse or neglect
- Prohibition of bullying and intimidation
- Nondiscrimination of Transgender students
- Suicide prevention
- Prohibition of sexual harassment **Updated**
- Human Trafficking Awareness
- Nondiscrimination in employment
- Drug- Free Workplace Policy
- Universal Precautions (Blood Borne Pathogens)
- Minor First Aid Procedures
- Automated External Defibrillator (AED) Locations
- Healthy Schools Act
- Staff use of District data communications networks and the Internet

The District has prepared a presentation for use by staff to conduct this training. All District employees must be notified of their obligations in relation to these topics and acknowledge their receipt of this information. In the past, these notifications were only required of certain school personnel; since 2015, the District has mandated all employees of the San Diego Unified School District will participate.

**All sites and departments will be required to enter the date of course completion in PeopleSoft by October 5, 2018**

TRAINING:

All materials can be accessed via the District webpage <https://www.sandi.net/staff/human-resources/annual-employee-notifications>.

**NEW** this year, a [presentation script](#) has been developed for all Supervisors, Managers, Site Administrators, Directors and Chiefs. This script will assist you in providing this training in 90 minutes or less.

For general questions, contact your assigned Human Resource Services Officer.

[HR Contacts and Service List- https://www.sandi.net/staff/human-resources/contact-us](https://www.sandi.net/staff/human-resources/contact-us)

APPROVED:



Acacia Thede  
Chief Human Resources Officer

Attachment: (1)

Distribution: Lists A, B, C, D, E, F, I and M