

Newly Hired Employees

Employee Notification(s)	Legal Reference
Oath or affirmation of allegiance required of public employees	Government Code (GC) Section (§) 3102
Workers' Compensation benefits	Labor Code § 3551
Disability insurance rights and benefits (and when an employee goes on leave for specified reasons)	Unemployment Insurance Code § 2613
Benefits through the Family and Medical Leave Act and California Family Rights Act	Code of Federal Regulations (CFR) 825.300 California Family Rights Act

All Employees Upon Initial Hire and Annually Thereafter

Employee Notification(s) and Training(s)	Legal Reference
Uniform complaint procedures, complaints about student fees, and Local Control and Accountability Plan	Education Code (EC) § 49013 California Code of Regulations (CCR) § 4622
Workplace Know Your Rights Act Employee Rights Notification Required: Employers must provide employees with written notice regarding specified employee rights and benefits and immigration-related laws.	Senate Bill (SB) 294 (Reyes, Statutes of 2025)
District's drug- and alcohol-free workplace available employee assistance programs	GC § 8355 41 United States Code § 8102
Use of pesticide product, active ingredients, and Internet address to access information Pest Management Training Required: All school staff using disinfectant wipes and staff who apply or are exposed to pesticides during the course of work must participate in training annually to learn about the safe use of pesticides around children.	EC § 17612 SB 1405 (DeSaulnier, Statutes of 2014)

Employee Notification(s) and Training(s)	Legal Reference
AIDS and Hepatitis B policies and administrative regulations	Health and Safety Code § 120875 and 120880
- Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law Mandated Reporter Training Required: All employees are required to complete mandated reporter training within the first six weeks of every school year and for each new hire within six weeks of their hire date (Assembly Bill [AB] 1432 [Gatto, Statutes of 2014]). LEAs must also require training on the prevention of child abuse <i>for employees who are mandated reporters about the prevention of child abuse on school grounds, by school personnel, or in school-sponsored programs</i> (AB 1913 [Addis, Statutes of 2024]). <i>This training is supplementary to the annual mandated reporter training.</i> Effective July 1, 2026, mandated reporter training to include (SB 848 [Pérez, Statutes of 2025]): - Volunteers over the age of 18 who interact with pupils outside of immediate supervision of a parent or employee - Contractors whose job duties require student contact - Board members	Penal Code § 11165.7 and 11166.5 EC § 44691(c)(1)
Exposure control plan for bloodborne pathogens Bloodborne Pathogen Exposure Training Required: All employees must receive bloodborne pathogens training once each year.	CCR § 5193
Sexual harassment Sexual Harassment Training Required: Two hours of sexual harassment training must be provided to staff in supervisory positions. Additionally, employers are also required to provide one hour of sexual harassment training to all nonsupervisory staff, including seasonal and temporary employees.	EC § 231.5 SB 1343 (Mitchell, Statutes of 2018) GC § 12950.1
School Transportation Transportation Requirements: Effective July 1, 2025, for LEA employees and LEA contractors transporting students in vehicles with ten or less passengers (SB 88 [Skinner, Statutes of 2023]):	EC § 39875 et al.

Employee Notification(s) and Training(s)	Legal Reference
• Complete a medical exam every two years, annually for those 65 years old and older • Participate in the Department of Motor Vehicles pull notice system • Comply with drug and alcohol testing	
• Availability of asbestos management plan; any inspections, response actions, or post-response actions planned or in progress	CFR 763.84 and 763.93
• Request for volunteers to administer epinephrine auto-injectors; training to be provided	EC § 49414
• Leave protections for employees who are impacted by violence	AB 2499 (Schiavo, Statutes of 2024) GC § 12945.8
• Request for volunteers to administer emergency antiseizure medications; training to be provided	EC § 49468.2
• District's policy on nondiscrimination and related compliant procedures	CFR § 104.8 and 106
• Automated external defibrillators; notification of use and locations	Health and Safety Code § 1797.196
<i>Title IX Training Required:</i> The recipient must ensure that the persons described in paragraphs (d)(1) through (4) of this section receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX or this part, and annually thereafter. This training must not rely on sex stereotypes. (1) All employees. All employees must be trained on: (i) The recipient's obligation to address sex discrimination in its education program or activity; (ii) The scope of conduct that constitutes sex discrimination under Title IX and this part, including the definition of sex-based harassment; and	CFR § 106.8(d)

Employee Notification(s) and Training(s)	Legal Reference
(iii) All applicable notification and information requirements under § 106.40(b)(2) and 106.44 .	
Workplace Violence Prevention Program Training Required: The employer shall train all employees when the training program is first established, all new employees, and all employees given a new job assignment, and shall train employees whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the employer receives notification of a new or previously unrecognized hazard. The employer shall provide employees with initial training when the plan is first established, and annually thereafter.	SB 553 (Cortese, Statutes of 2023)

Certificated Employees Upon Hire

Employee Notification(s)	Legal Reference
Criteria for membership in retirement system; right to elect membership	EC § 22455.5
Post retirement compensation limitation	EC § 22461
Employment status and salary	EC § 44916

Certificated Employees Annually

Employee Notification(s) and Training(s)	Legal Reference
District regulations related to performance evaluations	EC § 35171
Copy of employee's evaluation (30 days before last day of the school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated)	EC § 44663
Notice and description of the unsatisfactory performance (to an employee with an unsatisfactory evaluation)	EC § 44664
Certificated employees that serve students in grades 7-12 to receive at least one hour of training annually on LGBTQ+ cultural competency	LGBTQ+ Cultural Competency Training

Employee Notification(s) and Training(s)	Legal Reference
	AB 5 (Zbur, Statutes of 2023)

Classified Employees Upon Hire or Upon Change in Classification

Employee Notification(s)	Legal Reference
Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek (also required upon each change in classification)	EC § 45169

Employers must establish a process by which all legally required annual notifications are provided and documented. Due to the number of documents in the annual notification packet, it is recommended that LEAs consider utilizing an electronic process. Digitizing processes that require a large amount of documentation also increases organizational efficiency and reduces the environmental footprint. Also keep in mind that there may be additional training and notice requirements contained in local board policies and administrative regulations.

Annual notices to employees, while seemingly redundant year-after-year-after-year, are an important HR compliance responsibility. Failure to provide adequate notice to employees of their obligations under the law creates unnecessary risks. Providing required notices to employees is about more than meeting legal requirements; it is also, and perhaps more importantly, about creating a culture of accountability. With the new school year ahead of you, there is no better time to begin planning the process and method for providing employees with required legal notices and renewing your agency's commitment to creating a culture of accountability.