

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 11, 2017

**To:** All District Supervisors, Managers, Principals, Directors & Chiefs

**Subject:** ANNUAL EMPLOYEE NOTIFICATIONS

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

**Due Date:** October 6, 2017

**Reference:** Administrative Procedure 6370, Child Abuse or Neglect  
Board Policy A-3550 and Administrative Procedure 6381, Anti-Bullying and Intimidation (student-to-student, adult-to-student)  
Administrative Procedure 0114-Nondiscrimination of Transgender Students  
Board Policy A-3700, Prohibition of Sexual Harassment  
Board Policy A-3000, Nondiscrimination  
Board Policy I-1450, Drug- Free Workplace  
Administrative Procedure 7071, Health and Safety School Inservice Training  
Administrative Procedure 7039, Staff Use of District Data Communications Networks and the Internet

**Action Requested:** All District principals/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 6, 2017. The data must be entered into PeopleSoft HCM (see job aid)

**Brief Explanation:**

All Supervisors, Managers, Principals, 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, Principals, Directors and Chiefs should take the following steps:

1. Download the signature document for your site. A 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. Schedule a time to conduct the training with your employees. You may schedule more than one session if you have a large site/ location or for other logistical reasons. Training should be conducted during work hours. 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.
3. Conduct the training using the “Annual Employee Notification Training” link on the Inside HR website. Employees who participate in the training should sign the signature document.

Once all signatures are collected, the site should enter this information into PeopleSoft HCM (see job aid).

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 **Updated**
- Nondiscrimination of Transgender students
- Suicide prevention **New**
- Prohibition of sexual harassment
- Human Trafficking Awareness **New**
- Nondiscrimination in employment
- Drug- Free Workplace Policy **Updated**
- 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; the District now will be mandating this training for all employees of the San Diego Unified School District.

All sites and departments will be required to enter the date of course completion in PeopleSoft by October 6, 2017.

## TRAINING:

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

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

Area 1	Mary Wager	<a href="mailto:mwager@sandi.net">mwager@sandi.net</a>
Area 2	Gilbert Gutierrez	<a href="mailto:ggutierrez1@sandi.net">ggutierrez1@sandi.net</a>
Area 3	Ann Cato	<a href="mailto:acato@sandi.net">acato@sandi.net</a>
Area 4	Melissa Lucio	<a href="mailto:mlucio@sandi.net">mlucio@sandi.net</a>
Area 5	Stephanie Kennedy	<a href="mailto:skennedy1@sandi.net">skennedy1@sandi.net</a>
Area 6	Marvin Castillo	<a href="mailto:mcastillo3@sandi.net">mcastillo3@sandi.net</a>

APPROVED:

A handwritten signature in black ink that reads "Acacia Thede". The signature is written in a cursive, flowing style.

Acacia Thede  
Executive Director, Human Resources  
Attachment: (1)  
Distribution: Lists A, B, C, D, E, F, I and M