

ADMINISTRATIVE CIRCULAR NO. 8
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 15, 2016

To: All District Supervisors, Managers, Principals, Directors and Chiefs

Subject: ANNUAL EMPLOYEE NOTIFICATIONS

Department and/or Persons Concerned: All Employees

Due Date: October 10, 2016

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 10, 2015. These forms must be returned to the Human Resource Services Division, Annex 9.

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 forward the document to the Human Resource Services Division, Annex 9.

Training link:

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

BACKGROUND

Effective January 1, 2015, all employees must be provided with this training, managers and supervisors must provide time during the work day to participate in this training. All sites and departments will be required to return completed signature pages to the Human Resource Services Division annually. 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
- Prohibition of sexual harassment
- Nondiscrimination in employment
- Drug-Free Workplace Policy
- Universal Precautions (Blood Borne Pathogens)
- Minor First Aid Procedures
- Automated External Defibrillator (AED) Locations
- 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 return completed signature pages to the Human Resource Services Division by October 10, 2016. These forms must be returned to the Human Resource Services Division, Annex 9.

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 (HRO).

Area 1

HRO- Mary Wager, mwager@sandi.net, (619)725-7409
Confidential Administrative Assistant- Landen Villanueva, lvillanueva@sandi.net, (619)725-8109

Area 2

HRO- Gil Gutierrez ggutierrez1@sandi.net, (619)725-8031
Confidential Administrative Assistant- Tina Tran, ttran2@sandi.net, (619)725-7752

Area 3

HRO- Ann Cato acato@sandi.net, (619)725-8070
Confidential Administrative Assistant- Tina Tran, ttran2@sandi.net, (619)725-7752

Area 4

HRO- Melissa Lucio mlucio@sandi.net, (619)725-8018
Confidential Administrative Assistant- Landen Villanueva, lvillanueva@sandi.net, (619)725-8109

Area 5

HRO- Carolanne Buguey cbuguey@sandi.net, (619)725-8065
Confidential Administrative Assistant- Stacy Boland, sboland1@sandi.net, (619)725-8108

Area 6

HRO- Shannon Garcia, sgarcia7@sandi.net, (619)725-8018
Confidential Administrative Assistant- Stacy Boland, sboland1@sandi.net, (619)725-8108

Food Services/PPO/Transportation

HRO- Kristine Morshead, kmorshead@sandi.net, (619)725-7562
Confidential Administrative Assistant- Rhonda Archard, rarchard@sandi.net, (619)725-7423

APPROVED:



Tim Asfazardour
Chief Human Resources Officer

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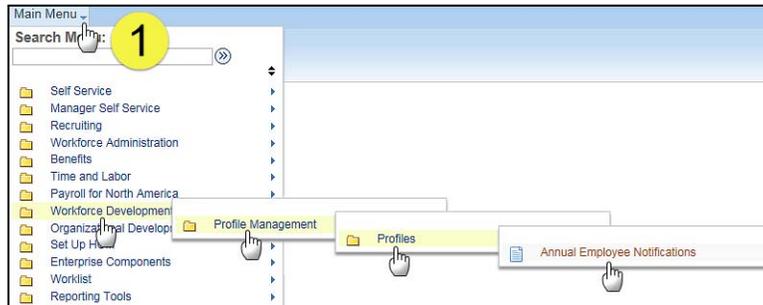
Attachment

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

How to Run the Annual Employee Notifications Report

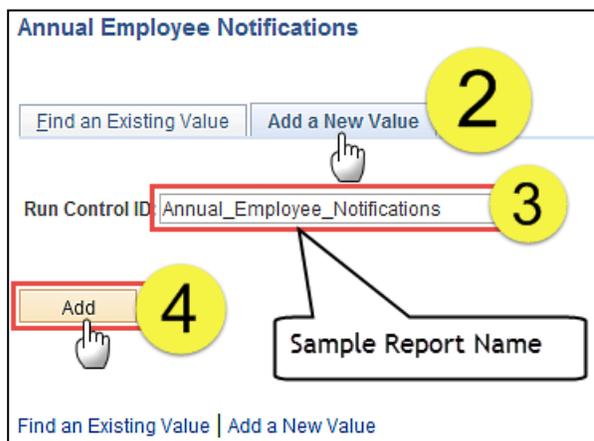
This job aid will show you how to run the Annual Employee Notifications Report. Each year, the site administrator or site PAR submitter will run the Annual Employee Notifications Report at the beginning of school. Each employee should sign the report to indicate that they have successfully completed the required trainings, and the site administrator or department head should sign the bottom of each page as well. The signed and dated report should then be submitted to Human Resources (HR).

1. Navigate to: Main Menu > Workforce Development > Profile Management > Profiles > Annual Employee Notifications



2. Click the Add a New Value Tab

3. Enter a Run Control ID. Name the report something unique that you will remember. You only need one Run Control ID for this report. There should be no spaces in the Run Control ID. Use () as a separator. (See screenshot example)



4. Click the Add button.

NOTE: You only need to click the Add a New Value tab the first time you run a report. The next time you run a report, just click the search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.

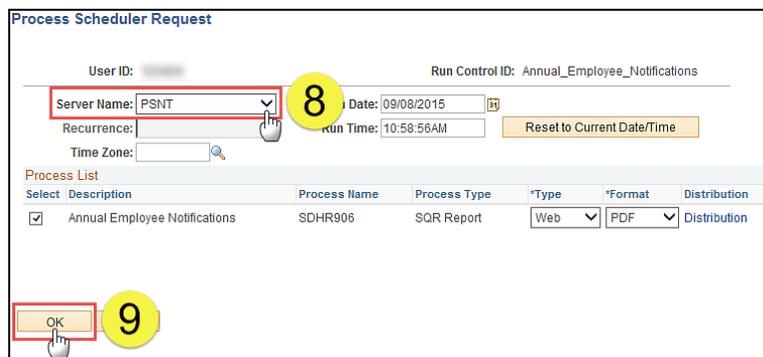
5. In the Location Code field enter *your* Location Code (ex: 0000A) or click to search for a location.



6. Click Save. (Only the first time you are setting up your report)

7. Click Run.

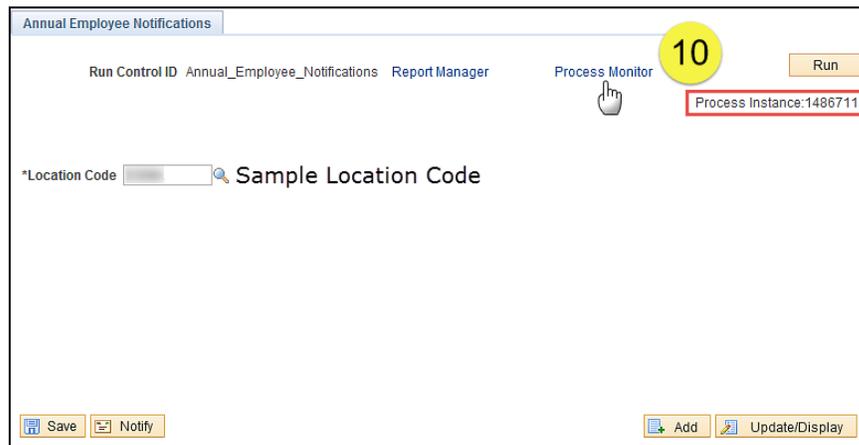
8. Select PSNT from the Server Name drop-down menu. You only need to do this the first time you are setting up your report.



9. Click OK.

How to Run the Annual Employee Notifications Report

10. After you click OK, you will be given a Process Instance Number and returned to the Report Page. Click the **Process Monitor** link to view the status of the report.

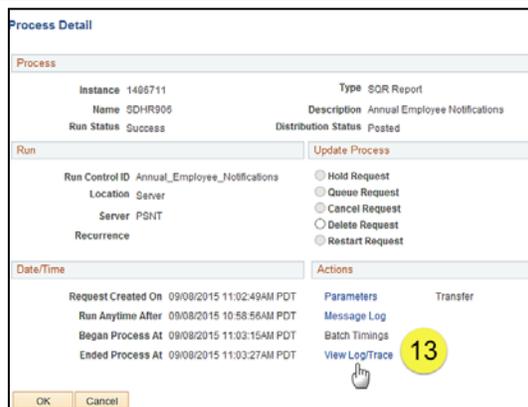


11. Your report is done processing when the **Run Status** reads "Success" and **Distribution Status** reads "Posted" (If not, hit the **Refresh** button until they change to the correct status.)



12. Click the **Details** link.

13. Click the **View Log/Trace** link. This will bring you to a page that shows you three files.



14. Of the three files, choose the one with the **.PDF** extension. The name of the report will also contain the **Process Instance Number** that was assigned to it in step 10. The report will open in Adobe Acrobat Reader. You can now View, Print or Save the report.

