

2023-24 HR ANNUAL EMPLOYEE NOTIFICATION CHECKLIST

Please **return** the complete and signed forms to Human Resources by **Friday, August 25.**

1. Annual Employee Notification Checklist
2. Staff Emergency Card
3. Use of Private Automobiles for Work Related Activities Certification
4. Policy: Practice of Ethical Behavior
5. Annual Human Resources Drawing (Optional)

Please **review** the following items on the Yolo County Office of Education (YCOE) website at www.ycoe.org . Click on “Division” tab located at the top, click on “Human Resources,” click on “Employee Information”, click on “Annual Employee Packet”.

Human Resources Information:

- Salary Schedules
- Bargaining Agreements
- Staff Emergency Card
- Frontline (Aesop) Employee Guide (Create Account)
- Procedures for Reporting Absences in Frontline
- Company Nurse
- Mandatory Subjects of Training
- Employee Vehicle Use, Liability Insurance and Accident Reporting
- Organizational Charts
- Medical Plans and Premiums (updates provided in Sept 2023)
- Open Enrollment Dates and Information
- American Fidelity Benefits Overview
- Employee Assistance Program (EAP)
- Standards for Professional Dress

Safety and Health Information:

- COVID-19 Prevention Program (CPP)
- Annual Notification of Expected Pesticides
- Video Surveillance Notification
- Tobacco Cessation Services

Please **reviewed** the following items on the Yolo County Office of Education (YCOE) website at www.ycoe.org . Click on “About” tab located at the top, click on “Policies”.

Office Policies:

- Board/Superintendent Policies
- Head Start/Early Head Start Policies (for Head Start/Early Head Start Staff only)

I have **reviewed** all the notifications above in the Annual Employee Notification on YCOE’s website.

Employee Signature

Title

Printed Name

Date