

August 11, 2023

TO: All Employees

FROM: Cindy Nguyen, Interim Executive Director of Human Resources

RE: **Annual Employee Notification Packet for 2023-24**

Welcome to the start of the 2023-24 school year! The Yolo County Office of Education (YCOE) is required to provide all employees this information on an annual basis, which also includes employment policies and procedures and other important information located on the YCOE website at www.ycoe.org (*Click on “Division” located at the top, click on “Human Resources”, click on “Employee Information” then click on “Annual Employee Packet.”*)

For your convenience, we have enclosed the following items for you to complete, sign and return to the Human Resources Department **no later than Friday, August 25**:

- Annual Employee Packet Verification Form
- Policy: Practice of Ethical Behavior
- Staff Emergency Card
- Use of Private Automobiles for Work Related Activities Certification
- Annual HR Drawing Memo (optional)

Annual Mandatory Trainings: All employees **are required** to complete the annual mandatory trainings which are offered via the **Keenan SafeSchools Online Training**. Please check your email for this notification and contact Iris Tapia-Ramirez (iris.tapia-ramirez@ycoe.org) if you have not received the email in your inbox. Upon completion of all the trainings, please print the certificates, initial each one and submit to Human Resources **no later than Friday, August 25**.

We thank you in advance for your attention and assistance and wish you a successful school year. If you have any questions about the above information, please do not hesitate to contact Patti Robles at patti.robles@ycoe.org or (530) 668-3779.

*To be included in a raffle for a \$25 gift card,
return the above required documents to Human Resources by
Friday, August 25.*

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

Yolo County
OFFICE OF
EDUCATION

STAFF EMERGENCY CARD

PERSONAL INFORMATION

Name: _____

Home Address: _____
City/State/Zip

Home Phone: _____ Cell Phone: _____ Personal Email: _____

EMERGENCY CONTACT

Physician's Name: _____ Phone: _____

Medical Insurance: _____

In case of an emergency, notify:

(Name) (Relationship) (Phone)

(Name) (Relationship) (Phone)

Please list any allergies or significant medical needs/problems that should be communicated to a doctor in a medical emergency:

Signature

Date

USE OF PRIVATE AUTOMOBILES FOR WORK RELATED ACTIVITIES CERTIFICATION

AREA 1: Employee Information | Personal Vehicle Information

I hereby certify that I have been notified and understand that according to state law, should an accident occur while operating my **personal vehicle** on behalf of the Yolo County Office of Education ("YCOE"), I am legally liable under my personal insurance coverage for any resulting damages or medical expenses. My insurance will be primary in any suit brought against me as the result of said accident.

Printed Name _____ Driver's License Number _____
(as it appears on driver's license)

Year _____ Make/Model _____ License Plate # _____ VIN # _____

EMPLOYEE SIGNATURE

PROGRAM/SERVICE

DATE

SUPERVISOR SIGNATURE

PRINTED NAME

DATE

AREA 2: Transporting Students in a Personal Vehicle

YCOE STRONGLY ADVISES THAT YOU USE A COUNTY-OWNED VEHICLE TO TRANSPORT STUDENTS. If a county vehicle is not available and you must use your personal vehicle, the requirements below must be met.

Your Personal Insurance Carrier _____ Policy # _____

REQUIRED MINIMUM COVERAGE LIMITS IF TRANSPORTING STUDENTS ARE:

Bodily Injury: \$100,000 per person/\$300,000 per occurrence

Property: \$100,000 **OR**

Combined Single Limit: \$300,000

I certify that my personal insurance policy contains the above minimum coverage limits.

EMPLOYEE SIGNATURE

PROGRAM/SERVICE

DATE

Supervisor approval required for employee to transport students in a personal vehicle.

SUPERVISOR SIGNATURE

PRINTED NAME

DATE

Please return to Support Operations Services

YOLO COUNTY OFFICE OF EDUCATION

Policy: Practice of Ethical Behavior

Requirements

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Yolo County Office of Education depend to a very large extent on the following considerations.

Each employee must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. It is each employee's responsibility to apply common sense in business decisions where specific rules do not provide all the answers.

Procedures

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Yolo County Office of Education policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Organization or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action. An employee who has any questions about the practice of ethical behavior should always talk to her/his manager, or the Human Resources Director. It is always better to question an action before moving forward if there is ever any doubt in the ethics of the action about to be taken.

Each Director, Manager and supervisor is responsible for the ethical business behavior of her/his subordinates. Directors, Managers and supervisors must weigh carefully all courses of action suggested in ethical as well as economic terms, and base their final decisions on the guidelines provided by this policy as well as their personal sense of right and wrong.

Compliance with Laws, Regulations, and Organization Policies

Yolo County Office of Education does not tolerate:

- The willful violation or circumvention of any Federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of the YCOE's policy or engagement in unscrupulous dealings.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

Related Regulations:

Education Code 66350, 66351, 45 CFR Parts 74.42 and 92.36 (b) (3).

I have read the above information and I agree to abide by the terms of this form.

Employee Signature

Print Name

Date



DATE: August 2023
TO: All YCOE Employees
FROM: Cindy Nguyen,
Interim Executive Director of Human Resources
SUBJECT: Annual Human Resources Drawing (**Optional**)

Prizes, Prizes, Prizes!!!!

As is our back-to-school tradition, we have prizes for several lucky winners. All you have to do is correctly answer the questions below to be entered into our Annual Human Resources Drawing and return to Human Resources **by 5:00 p.m. on Friday, August 25.**

1. If you are unable to access Frontline (Aesop) to report an absence, you may call _____ or email _____.
2. If an accident should occur while driving your personal vehicle during office business, please note the steps that should be taken

3. After reporting an injury/incident to Company Nurse and your supervisor, you must also contact _____.
4. What are the 2023 Open Enrollment dates for health and welfare changes:

5. When are all the required online mandated trainings due for completion and submitted to Human Resources?

* * *

All submissions will be reviewed for accuracy/completeness and on **Wednesday, August 30**, there will be a drawing for **fabulous** prizes!! No purchase necessary and you do not need to be present to win. 😊

Printed Name _____ Site _____