

**Folsom Cordova Unified School District**

To: All FCUSD Employees  
From: Donald Ogden, Assistant Superintendent of Human Resources  
Date: August 9, 2019  
Subject: Annual Employee Notifications

FCUSD is required to provide all employees with policies and practices in the areas listed below. All employees should review this information. To access these items on FCUSD's website, go to FCUSD.org.

- click on Departments
- click on Human Resources
- click on each blue link
- Sexual Harassment ([AR 4119.11](#) / [4219.11](#) / [4319.11](#))
- Use of Pesticide product, active ingredients, Internet access to information ([AR 3514.2](#))
- Uniform Complaint Procedures, appeals, civil law remedies, coordinator, complaints about student fees, and local control accountability plan ([AR 1312.3](#), [BP 0460](#), [BP 3260](#))
- Request for volunteers to be trained to administer epinephrine auto-injectors, opioid antagonist ([AR 5141.21](#))
- Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal ([BP 4136](#) / [4236](#) / [4336](#))
- Oath or affirmation of allegiance of disaster service workers ([AR 4112.3](#) / [4212.3](#) / [4312.3](#))
- Drug and Alcohol/Tobacco Free Workplace, actions taken if violated, employee assistance program ([BP 4020](#) / [BP 4159](#) / [4259](#) / [4359](#))
- Right to purchase service credit for military service performed prior to public employment ([GC 21029](#))
- Proper use of AED; location of all AEDs on campus, sudden cardiac arrest;, school's emergency response plan ([AR 5141](#))
- District's tobacco-free policy and enforcement procedures ([AR 3513.3](#))
- AIDS and hepatitis B, methods to prevent exposure ([AR 4119.43](#) / [4219.43](#) / [4319.43](#))
- Amount of sick leave available ([AR 4161.1](#) / [4261.1](#) / [4361.1](#))
- Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage, Disability rights and benefits ([BP 4154](#) / [4254](#) / [4354](#))
- Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor ([AR 4157.1](#) / [4257.1](#) / [4357.1](#))
- Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law ([AR 5141.4](#))
- District's policy on nondiscrimination and related complaint procedures ([BP 0410](#) / [BP 4030](#))
- Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of leave when possible ([AR4146.8](#) / [4261.8](#) / [4361.8](#))
- Availability of asbestos management plan; any inspections, response actions or post response actions planned in progress ([BP 3514](#))

If you have any questions or would like further information, please do not hesitate to call Donald Ogden at 916-294-9000.