

**Board Policy 4312.9: Employee Notifications**

**Status: ADOPTED**

**Original Adopted Date: 01/23/2013 | Last Revised Date: 08/05/2020**

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent Chief Learning Officer or designee shall provide district employees all notifications required by law and any other notifications the Superintendent Chief Learning Officer or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.