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