

Latrobe School District

2023-24 Annual Notifications to Employees

www.latrobeschool.com/staff/employees

School districts are required annually to provide employees with essential policies and procedures as listed below. Employees are expected to be familiar with and know where to find this information. Latrobe's annual notices are in the online [Employee Handbook](#) at the link above, under Annual Notices to Employees.

Annual Handouts - August 8 staff meeting:

- Employee Contract (sign and return)
- Salary Schedule
- Staff Emergency Contact Sheet (update and return)
- Acceptable Use of Technology Agreement (sign and return)
- Employee Assistance Program (EAP) flyers – new provider "Optum"
- Adjunct Duties/Stipend Positions
- ESS instructions
- Frontline instructions (how to request a sub)

Required Annual Notices and Policies:

- 403b Annual Notice
- Affordable Care Act (ACA) Annual Notice
- Worker's Comp Fact Sheet brochure
- Administering Medication and Monitoring Health Conditions (BP/AR 5141.21)
- Child Abuse Prevention and Reporting (BP/AR 5141.4)
- Drug and Alcohol Free Workplace (BP 4020)
- Employee Safety (BP/AR 4157)
- Employee Use of Technology (BP 4040)
- Environmental Safety (BP/AR 3514)
- Evaluation/Supervision (BP/AR 4115)
- Exposure Control Plan for Blood-borne Pathogens (BP/AR 4119.42)
- Health and Welfare Benefits (AR 4154)
- Nondiscrimination in Employment (BP/AR 4030)
- Nonschool Employment (BP 4136)
- Personal Illness/Injury leave (AR 4161.2)
- Personal Leaves (AR 4162.2)
- Sexual Harassment (BP/AR 4119.11)
- Tobacco-Free Schools (BP/AR 3513.3)
- Uniform Complaint Procedures (BP/AR 1312.3)
- Universal Precautions (BP/AR 4119.43)
- Work-Related Injuries (AR 4157.1)
- Injury and Illness Prevention Plan (IIPP) – located in cabinets under staff mailboxes
- Emergency and Disaster Plans – located in red binders at each school (partial information included in classroom red buckets)
- Material Safety Data Sheets – binders at each school and with Maintenance Dept.
- Latrobe School District Online Board Policy Manual – <https://www.latrobeschool.com/board>

I acknowledge I have received the 2023-24 Annual Notifications to Employees and know where to view the documents in the online [Employee Handbook](#).

Signature

Date