



Alpine County Office of Education Alpine County Unified School District

Patrick Traynor, Ph.D., Superintendent

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p • Web Site: www.alpinecoe.k12.ca.us

July 29, 2016

To All Staff Members:

Welcome back!!

Enclosed are annual forms that must be returned to the Human Resources Office upon your return for the new school year. Please complete and submit the attached Annual School Employee Forms, Employee Data Card, and Employee Sunshine Fund Questionnaire to the Human Resources office by Monday, **August 22, 2016**. Should you have any questions, please call me or come by the District office.

You are required to review the items listed on the Annual School Employee Forms every year, the topics are accessed through the District/County website at www.alpinecoe.k12.ca.us.

Instructions to access the topics on the website are as follows:

1. Hover over the Human Resources tab for the dropdown list
2. Select Annual School Employee Forms
3. Select each topic

You may deliver the form to the office or mail it to the following address:

Alpine County USD/COE
Attn: Jenny Goldstein
43 Hawkside Drive
Markleeville, CA 96120

We look forward to having a great school year.

Jenny Goldstein
Human Resources and Administrative Services Coordinator

2016-17 Annual School Employee Forms

Safety

- Hazardous Substance Communication Program
- Exposure Control Plan for Bloodborne Pathogens
- Disaster Service Worker Flyer
- Injury and Illness Prevention Program
- Tuberculosis Awareness
- Asbestos Activities
- Tuolumne JPA Concealed Weapons Policy
- Tuolumne JPA Transportation Policy

Office Policies

- Child Abuse Reporting Requirements
- Internet Acceptable Use Policy
- Drug and Alcohol-Free Workplace
- Family Care and Medical Leave
- Sexual Harassment
- Tobacco Free
- Travel Policy
- California Department of Fair Housing and Employment Sexual Harassment

Absences

- Leave Policies – All Employees

Uniform Complaint Procedures

- Uniform Complaint Procedures - Policy

Payroll Information

- Certificated Salary Guides, AR 4151
- Course Approval Authorization Form

Worker's Compensation

- Designated Doctor Process
- Company Nurse Injury Hotline
- List of Designated Clinics / Physicians

I have [enclosed](#) my updated Employee Data Card.

I have [reviewed](#) all of the information that is listed above on this check list which was made available for me to review on the District/County website under Annual School Employee Forms.

Signature

Date

Name (please print)

Title

Staff Forms and Documents

The New Year Packet is updated annually

Safety

Hazardous Substance Communication Program
Exposure Control Plan for Bloodborne Pathogens
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Tuberculosis Awareness
Asbestos Activities
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Tuolumne JPA Transportation Policy & Form

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Course Unit Approval Form

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