

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2020

**To:** Area Superintendents, School Principals, Vice Principals, Division and Department Heads

**Subject:** EDUCATIONAL EQUITY & COMPLIANCE POSTING REQUIREMENTS

**Department and/or Persons Concerned:** All Employees

**Due Date:** Immediately

**References:** None

**Action Requested:** Please print and post these documents in a central location accessible to all employees or student government meeting areas, if applicable, at your site or department.

**Brief Explanation:**

In support of creating safe and inclusive learning environments for our students and working environments for adults all sites must **print and post** the documents listed in this circular on an annual basis; the posters do not need to be printed in color. Board policy, state and federal law require all schools and departments to post the following notifications in a central location accessible to employees or students, if applicable.

**Employee Postings**

California employers must post the following federal notices:

- *Employee Rights Under the Fair Labor Standards Act*
- *Equal Employment Opportunity Is The Law*
- *Your Rights Under USERRA (Uniformed Services Employment and Reemployment Rights Act)*

California employers must also post the following notices specific to California law:

- *Official Notice: California Minimum Wage Order*
- *Payday Notice (Payroll Schedule)*
- *California Law Prohibits Workplace Discrimination and Harassment*
  - *Board Policy/ Administrative Regulation 4030: Nondiscrimination in Employment*
  - *Board Policy/ Administrative Regulation 4119.11- Sexual Harassment*
  - *Board Policy/ Administrative Regulation 1312.3- Uniform Complaint Procedures*
- *Notice A: Your Rights and Obligations as a Pregnant Employee*
- *Safety and Health Protection on the Job*
- *Employee Rights Paid Sick Leave And Expanded Family And Medical Leave Under The Families First Coronavirus Response Act (New 2020)*
- *Federal Employee Rights Paid Sick Leave And Expanded Family And Medical Leave*

*Under The Families First Coronavirus Response Act (New 2020)*

- *Notice to Employees: Injuries Caused By Work*
- *Emergency Phone Numbers*
- *Whistleblowers Are Protected* (this document must be printed on 8"x14" paper in 14pt font)
- *Healthy Workplaces Healthy Families Act of 2014: Paid Sick Leave*
- *Time Off to Vote*
- *Notice to Employees (unemployment compensation, disability insurance, paid family leave)*

**Student Postings**

NOTE: The following are to be posted in all languages 15% or over at the school sites.

- *Grades 9-12 Poster Student Nondiscrimination and Sexual Harassment Information* Poster- The poster shall be prominently and conspicuously displayed in each bathroom and locker room at the school site. (EC Section 231.6(g)(1)). The poster may be prominently and conspicuously displayed in public areas at the school site that are accessible to, and commonly frequented by, pupils, including but not limited to, classrooms, classroom hallways, gymnasiums, auditoriums, and cafeterias.
- *Student Nondiscrimination and Sexual Harassment Policy*- must be posted at all school sites in ALL administrative offices, including staff lounges and government meeting rooms (SSC meeting rooms, student government meeting rooms, etc.)
- *Uniform Complaint Annual Notification* (pending translation) must be posted at all school sites in ALL administrative offices, including staff lounges and government meeting rooms (SSC meeting rooms, student government meeting rooms, etc.).
  - This notice must also be distributed to members of the SSC and ELAC at a scheduled meeting and the presentation noted in the meeting minutes.

**Staff and Student Postings**

- Board Policy/ Administrative Regulation 5131.2- Bullying

All postings are available via this online folder: [Educational Equity & Compliance Postings](#)

Additional resources are available from the following agencies:

- California Department of Fair Employment and Housing
- U.S. Department of Fair Employment and Housing
- California Department of Labor

APPROVED:



Acacia Thede  
Chief Human Resources Officer

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