



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Regulatory Notices relating to Employment – Posting Notice
NUMBER: BUL-1504.1
ISSUER: David R. Holmquist, Director
Division of Risk Management & Insurance Services
DATE: January 31, 2005

ROUTING All Sites and Offices

POLICY: The purpose of this Policy Bulletin is to outline the procedures to be followed for the posting of regulatory notices related to various federal and state laws pertaining to employees’ rights and obligations. It is the policy of the District to comply with various governmental agencies and their requirements that employers post this information in areas that are visible to employees and in a language that they can read.

These agencies include the California Department of Fair Employment and Housing, California Department of Industrial Relations, California Employment Development Department, California Office of the Attorney General, United States Department of Labor, United States Equal Employment Opportunity Commission, and United States Department of Education, Office for Civil Rights.

The notices cover discrimination and harassment, family and medical leave, labor relations, safety and health, whistleblowers, wage insurance for disability and unemployment, paid insurance for family care, minimum wage and paydays, and time-off for voting.

MAJOR CHANGES: This policy sets forth the obligations to post these regulatory notices, and it supplements any Board Rules, Personnel Commission Rules, Certificated Policy Guides and collective bargaining agreements on this topic.

GUIDELINES: This Policy Bulletin has specific guidelines and instructions that must be followed in filling in numbers pertaining to workers’ compensation and emergency telephone numbers (see Attachment A). It is mandatory that these numbers, some of which are specific to geographic locations, be completed in accordance with the instructions in Attachment A.

All sites of the Los Angeles Unified School District must post these three (3) regulatory notices (included inside the delivery box) informing employees of their rights and obligations. These notices must be posted immediately in an area frequented by employees where they are highly visible and may be easily read during the workday. Under current legal guidelines, work sites with a workforce of



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ten percent or more employees who cannot read English but would be able to read a particular foreign language, are required by law to post available versions of these notices in that particular language. Upon request, foreign language versions of these notices shall be available. If the site is in need of a Spanish (or other foreign language) version, the appropriate representative at the site must complete the attached request form (Attachment B). Foreign language versions will be printed and distributed separately. The deadline for submitting this request form for foreign language is Friday, February 28, 2005.

All sites of the Los Angeles Unified School District must also post the Division of Workers' Compensation "Notice to Employees -- Injuries Caused by Work" in English and Spanish (enclosed). The notice, in both English and Spanish, is attached to this Policy Bulletin. All sites shall post this notice in both languages.

All sites shall also post the California Industrial Welfare Commission's "Wage Order #4" (enclosed). It shall be posted in a way that shows only the first page, and that the pages thereafter would be able to be seen and read by lifting the page(s) in front.

All sites shall also post the Los Angeles Unified School District's "Nondiscrimination Information" and "Sexual Harassment Policy" posters. These posters have been previously distributed by the Office of the General Counsel/Educational Equity Compliance Office, and are not included in this delivery. Any site may request additional copies from the Educational Equity Compliance Office.

AUTHORITY: This is a policy that seeks to comply with federal and state law. All of the requirements set forth in this policy bulletin arise from mandatory requirements from governmental agencies.

RELATED RESOURCES: For any school, site, or office that may need to provide protection against possible damage occurring to these posters, lamination should be given serious consideration. Arrangements for lamination, either with District equipment or by a commercial printing firm, should be made by the specific school, site or office.

The Office of Environmental Health and Safety shall be responsible for conducting site visits, typically in conjunction with a visit for other purposes, to ensure that these Regulatory Notices are properly posted.

For more information regarding Workers' Compensation, and/or Family and Medical Leave, please refer to Personnel Commission Rules or the applicable collective bargaining agreement.



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For more information regarding the District's employment-related policies against sexual harassment and discrimination, please refer to Bulletins S-26 and S-27.

For more information regarding the District-issued posters relating to general nondiscrimination information and the District's sexual harassment policy, please contact the Office the General Counsel/Educational Equity Compliance Office at (213) 241-7682.

For questions regarding this Policy Bulletin, please contact the Office of Risk Management and Insurance Services at (213) 241-3139.

ASSISTANCE: For assistance in obtaining an additional request form for posters in a foreign language, or for further information on Family and Medical Leave and/or Paid Family Leave, please contact Eva Overturf, Special Leaves Assistant, Office of Risk Management and Insurance Services at (213) 241-3954.

For assistance or further information on Unemployment Insurance, please contact the Office of Risk Management and Insurance Services at (213) 241-2892.

For assistance or further information on Workers' Compensation, please contact the Office of Risk Management and Insurance Services at (213) 241-3839.

For assistance or further information on Safety and Health Protection, Access to Medical and Exposure Records, and Emergency Procedures, please contact the Office of Environmental Health and Safety at (213) 241- 3199.

For assistance or further information on Equal Employment Opportunity, Harassment or Discrimination in Employment, Whistleblower Protection, California and Federal Minimum Wage, Wages and Hours, 2 hours (if necessary) for Voting, and Labor/Union Relations, please contact the Office of the General Counsel at (213) 241-7600.

For assistance or further information on sexual harassment or discrimination that involves adult-to-student, student-to-adult, or student-to-student situations, please contact the Office of the General Counsel/Educational Equity Compliance Office at (213) 241-7682.

For assistance or further information regarding Payroll and State Disability Insurance, please contact the Payroll Services Branch at (213) 241-3057.



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“ATTACHMENT A”

Instruction #1 for the Workers’ Compensation Poster:

There are several blank spaces on the Workers’ Compensation posters (English and Spanish), which require information specific to a particular location. Prior to posting, the school, site, or office must complete the bottom portion of the posters as follows:

A. IN THE EVENT OF A WORK INJURY-

Under #2, print/type the Site Administrator’s name and telephone number.

B. EMERGENCY TELEPHONE NUMBERS-

First, in the space following “Doctor”, refer to the Workers’ Compensation Reference Guide and print/type the name, address and telephone number of the closest clinic from the list of clinics approved for treatment of workers’ compensation claims. (The Reference Guide REF-1279 is available on the LAUSD website: Office of Risk Management and Insurance Services, under “Publications-Claims Management”.)

Second, in the space following “Hospital” print/type the closest Hospital name, address and phone number from the list of approved clinics.

Third, for the spaces of “Police”, “Fire”, and “Ambulance”, print/type “911. In addition, add the number for the School Police [(213) 625-6631] to the “Police” space.

Fourth, for the address and phone number of the local “Information and Assistance Officer” of the California Division of Workers’ Compensation, please phone the 800 number listed on the poster, obtain the address and phone number of the local office servicing the site’s geographical area, then print/type that information in the spaces provided.

Instruction #2 for “Regulatory Notices 3 of 3”:

In the bottom, left-hand corner of this poster, “Regulatory Notices 3 of 3”, under section titled “Emergency”, there are also several blank spaces which require information, some of which is specific to a particular location. Prior to posting, the school, site, or office must complete this portion of this poster as follows:

First, for the spaces of “Ambulance”, “Fire - Rescue”, and “Police”, print “911. In addition, add the number for the School Police [(213) 625-6631] to the “Police” space.



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Second, in the space following “Hospital” and “Physician”, make the same entries as were entered for Instruction #1 B. above for the entries “Hospital” and “Doctor” on the Workers’ Compensation poster. On this Regulatory Notice, the site only needs to enter the clinic’s name and phone number.

Third, for the space “Alternate”, refer to Reference Guide described in Instruction #1 B. and print the name and telephone number of another close clinic from the list of clinics approved for treatment of workers’ compensation claims. On this Regulatory Notice, the site only needs to enter the clinic’s name and phone number.

Fourth, for the phone number of the “Cal-OSHA” office, please review the list below and utilize the office nearest the particular site’s location. On this Regulatory Notice, the site only needs to enter the city and phone number.

- Los Angeles: (213) 576-7451
[320 West 4th Street, Los Angeles 90013]
- Torrance: (310) 516-3734
[680 Knox Street, Torrance, 90502]
- Van Nuys: (818) 901-5403
[6150 Van Nuys Boulevard, Van Nuys 91401]

If there are any questions, the school, site, or office may refer to the Policy Bulletin. Depending upon the nature of the question, the school, site, or office may call the appropriate phone number listed for guidance and assistance.



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“ATTACHMENT B”

REQUEST FORM FOR FOREIGN LANGUAGE POSTER

This form is to be used to obtain foreign language versions of these English-version notices that are included with this Policy Bulletin. If a school, site, or office is in need of a foreign language version, the appropriate representative of the site must complete this request form. The deadline for submitting this request form for foreign language is Friday, February 28, 2005. If the site is not making a request, do not return this form.

Under current legal guidelines, work sites with a workforce of ten percent (10%) or more employees who cannot read English but would be able to read a particular foreign language, are required by law to post available versions of these notices in that particular language.¹ Posters for Food Services and for employees working in the school cafeterias will be distributed and posted separately. Since there will be separate postings in the school cafeterias, the school, site, or office may make this 10% calculation without including food-service employees.

Foreign language posters will be printed and distributed after these request forms are received. Please complete the following, if the particular site meets the appropriate criterion:

Language meeting the 10% standard _____

School, Site, or Office _____

Mailing Address _____

Individual Making Request _____

Phone # of Requestor _____

E-mail of Requestor _____

Administrator’s Name _____

If the workforce meets the above-stated criterion, please **return this form by February 28, 2005** to: Eva Overturf, FMLA Leaves Assistant at fax (213) 241-8993, or e-mail at eva.overturf@lausd.net, or by school mail to Eva Overturf, LAUSD, Office of Risk Management, 333 S. Beaudry Ave. 28th Floor, LA 90017.

¹ The foreign language posters to be prepared by the District shall only contain those notices that are available from the regulatory agencies in a particular language.



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For assistance in obtaining an additional request form for posters in a foreign language, or for further information, please contact Eva Overturf, FMLA Leaves Assistant at (213) 241-3954.