

**TULARE COUNTY OFFICE OF EDUCATION  
ANNUAL NOTIFICATION CHECKLIST and ACKNOWLEDGMENT**

Please **complete this form and return it to Human Resources** no later than September 30, 2011.

**Items for you to COMPLETE AND RETURN with this Notification Checklist and Acknowledgment:**

- ▶ Emergency Contact Information
- ▶ Designation of Person to Receive Warrants/Checks
- ▶ Signed Salary Worksheet (Classified only)

**Items for your information:**

- ▶ CalSTRS403b Comply Walkthrough (Tulare County Office of Education (TCOE) website)  
[www.tcoe.org/HR/AnnualNotification](http://www.tcoe.org/HR/AnnualNotification)

**Items for you to review** have been placed on the Tulare County Office of Education (TCOE) website  
[www.tcoe.org/HR/AnnualNotification](http://www.tcoe.org/HR/AnnualNotification). Please go to this website and review the documents listed below.

**Office Policies**

- Child Abuse Reporting Requirements
- Drug & Alcohol Free Workplace
- Tobacco Free Workplace
- Family Medical Leave Act (**FMLA**), CA Family Rights Act (**CFRA**) & Pregnancy Disability Leave Act (**PDLA**) Notification
- Sexual Harassment Information Sheet
- Employee Use of Technology Policy
- Uniform Complaint Procedure Brochure 2011-12 SY

**Safety**

- Safety Handbook
- Injury & Illness Prevention Policy (IIPP)

**Workers Compensation**

- WC Covered Employee Notification of Rights
- WC Notice to Employees
- WC Designated Physician Process
- Employee Designation of Personal Physician for Industrial Accidents-Injuries
- Personal Physician Acknowledgment Form

**Miscellaneous**

- W-4 2011
- Earned Income Credit Notification
- W-2 (Exempt) Status
- State Withholding Form
- Beneficiary Change Information
- Identity Theft Protection
- Deferred Pay

**Once all items have been reviewed, please sign and RETURN this page to:** Tulare County  
Office of Education, Human Resources, P.O. Box 5091, Visalia, CA 93278-5091.

**Employee Acknowledgment:**

The information contained in this memo and on the TCOE website outlines important information about the Tulare County Office of Education; I understand that I should consult the Human Resources department regarding any questions I may have. I also understand that I can download forms from the TCOE website and update or change my W-4, my beneficiary designation, and my designated personal physician.

Since the information referred to in this memo is subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent of Tulare County Office of Education has the ability to adopt any revisions to the policies in this handout. Furthermore, I acknowledge that this handout is neither a contract nor a legal document.

I have received the information listed above from Tulare County Office of Education on \_\_\_\_\_ (date) and understand that it is my responsibility to read and comply with the policies and any revisions made to them.

I have reviewed all of the information listed above, as well as the information made available for me to review on the TCOE website.

Printed Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:** TCOE, Human Resources, P.O. Box 5091, Visalia, CA 93278-5091 (Fax # 559-733-6688)