

DATE: August 2025

TO: All Regular YCOE Employees

FROM: Cindy Nguyen, Assistant Superintendent, Human Resources

RE: **Annual Employee Notification Packet for 2025-2026**

Welcome to the start of the 2025-2026 school year! The Yolo County Office of Education (YCOE) is required to provide all employees with this information on an annual basis, which also includes policies and procedures, and other important information all accessible at www.ycoe.org.

Follow the instructions below or use the QR Code:

- ***Click on “Divisions” tab located at the top right***
- ***Select “Human Resources”***
- ***Select “Employee Information”***
- ***Click “Annual Employee Packet”***



1. The following items require you to **sign no later than Friday, August 29, 2025:**
(go to the webpage above or use the QR Code)
 - a) Policy: Practice of Ethical Behavior
 - b) Staff Emergency Card
 - c) Standards for Professional Dress
 - d) Technology Acceptable Use Agreement
 - e) Warrant Recipient Designation
 - f) Annual Employee Information Review Checklist
2. The following items require your **review** of important Annual Employee information:
(go to the webpage above or use the QR Code)

Human Resources Information

- Salary Schedules
- Collective Bargaining Agreements (CBA)
- Frontline/Aesop Employee Absence (Guide to Create Account)
- Procedures for Absence Reporting
- Company Nurse (Work-Related Injuries)
- Mandatory Subjects of Training
- Organizational Charts
- Open Enrollment Information
- American Fidelity Benefits Overview
- Employee Assistance Program (EAP)
- Employee Self-Service (ESS) Portal
- Notice of Rights to Survivors of Violence

Safety and Health Information

- Annual Notification of Expected Pesticides
- Video Surveillance Notification
- Tobacco Cessation Services

Policies

- Superintendent/ Board Policies
- Early Childhood Education Policies

3. **Annual Mandatory Trainings Due September 12, 2025:** All employees **are required** to complete the annual mandatory trainings which are offered via the **Keenan SafeSchools Online Training**. Please check your email for the link to complete the online courses or contact Stephanie Bibriesca (stephanie.bibriesca@ycoe.org) if you have not received the email in your inbox by August 8, 2025. Upon completion of all the mandatory trainings, please print the certificates, initial at the bottom for each one and submit to the Human Resources Office **no later than September 12, 2025.**

4. **Optional HR Pop Quiz! Want to win a \$25 gift card?**
(go to the webpage above or use the QR Code)
- First 5 lucky winners and based on submission date



We thank you in advance for your attention and assistance and wish you a successful school year! If you have any questions about the above information, please contact our HR/Payroll & Benefits team at email: hr.team@ycoe.org and a member of the team will assist you.