

DATE: August 2026

TO: All Regular YCOE Employees

FROM: Cindy Nguyen, Assistant Superintendent, Human Resources



RE: **Annual Employee Notification Packet for 2026-2027**

Welcome to the start of the 2026-2027 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 **acknowledger receipt and sign** no later than **Friday, August 28, 2026:**
(go to the webpage above or use the QR Code)
 - a) Staff Emergency Card
 - b) Technology Acceptable Use Agreement
 - c) Policy: Practice of Ethical Behavior
 - d) Standards for Professional Dress
 - e) Warrant Recipient Designation
 - f) Vehicle Use, Liability Insurance, and Accident Reporting
 - g) Annual Employee Information Review Checklist
 - h) Annual California Know Your Rights Notice
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)

- Frontline Employee Self-Service (ESS) Portal (*coming soon!*)
- 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 11, 2026:** 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 Annisa Iniguez (annisa.iniguez@ycoe.org) if you have not received the email in your inbox by August 7, 2026. 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 11, 2026.**

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.