HUMAN RESOURCE SERVICES
P.O. Box 246870 ● Sacramento, CA 95824-6870
(916) 643-9050 ● FAX (916) 399-2016
Jorge A. Aguilar, *Superintendent*
Cancy McArn, *Chief Human Resource Officer*

DATE: August 2020

TO: All Employees, Substitutes, Short-Term Temps

FROM: Cancy McArn
Chief Human Resource Officer

SUBJECT: ANNUAL EMPLOYEE NOTIFICATIONS 2020-21

The Annual Employee Notifications for 2020-21, which includes Board Policies and Administrative Regulations, are located on the District's Internet and Employee Intranet. Some are mandatory notifications, and some could affect the terms and conditions of your employment. You are required to read these notifications so that you will fully understand your rights and responsibilities as an employee of the District.

Please sign below and **return this memorandum by September 30, 2020**, so that this document may be placed in your personnel file. Save to your computer or print out the Annual Employee Notifications for your personal use and reference. If you have questions about the Annual Employee Notification information, please contact Human Resource Services at 643-9050.

Links to Annual Employee Notifications

www.scusd.edu **OR** http://www.scusd.edu/annual-employee-notifications, Offices & Departments, Human Resource Services, Current Employees, Annual Employee Notifications.

I have read and understand the information in the Annual Employee Notifications 2020-21 for the Sacramento City Unified School District.

Name (Please Print)

Social Security Number (last four digits) School Site/Department

Signature Date cc: Personnel File

Return signed memorandum to:

RETURN THIS MEMORANDUM TO HUMAN RESOURCE SERVICES, BOX 770, or HR@scusd.edu BY SEPTEMBER 30, 2020.

SAVE TO YOUR COMPUTER OR PRINT THE ANNUAL EMPLOYEE NOTIFICATIONS FOR YOUR FILE.