

Office of John G. Mendiburu
Kern County Superintendent of Schools
Advocates for Children

EMPLOYMENT DOCUMENTATION VERIFICATION

I have received the following:

1. Child Abuse Reporting Requirements (SP 4116)
2. Code of Ethics (SP 4260)
3. Drug and Alcohol Free Workplace (SP 4252)
4. Firearms Prohibition Policy (SP 4255)
5. Injury and Illness Prevention Program (SP 4250)
6. Nondiscrimination in Employment (SP 4110)
7. Maintaining Appropriate Adult-Student Interactions (SP 4119.24)
8. Sexual Harassment Policy and Complaint Procedure (SP 4120)
9. Tobacco-Free Workplace (SP 4254)
10. Uniform Complaint Policies and Procedures (SP 4100)
11. Uniform Complaint Notice (E 4100)
12. Virtual Private Network and Employee Acceptable Use Policy (SP4265)
13. Technological Acceptable Use (SP 4290)
14. Social Media Guidelines (SP 4352)
15. Outside Employment (SP 4353)
16. Employee Identification Badges (SP 4355)
17. Use and Publication of Copyrighted Materials (SP6162 and E6162)
18. Use of Personal Vehicle for School Business Authorization (if applicable) (Form)

I acknowledge that I have received the documents listed above.

Employee Name (*please print*): _____

Employee Signature: _____

Division: _____

Date: _____

If you have questions regarding any of these documents or are in need of additional information, please call the Human Resources Department at (661) 636-4747. The above policies can also be found on the Human Resources web page under "For KCSOS Employees."

**Please return this form, along with the "Use of Personal Vehicle for School Business Authorization" (if applicable), to Human Resources.
Retain all other forms for your records.**