

EMPLOYEE DISCLOSURE STATEMENT

- **Acceptable Use Policy (See Attached)**
- **Anti-Nepotism (See Attached)**

- **At will employee (Classified Only)**

All newly hired classified employees of Weber School District are Temporary Employees for the first 90 working days of their employment. This initial 90-day period is an "Assessment Period" for the employee and the District to determine the employee's suitability for and desire for the position in question. During the Assessment Period the employee is "at will". That is the employee or the district may terminate the employment relationship at any time during the Assessment Period for any reason or for no reason. Regarding any decision to terminate their employment during this Assessment Period, the employee is not entitled to any due process rights, grievance rights or appeal rights.

- **Civil Rights Statement**

Weber School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and claims of harassment:

Human Resources Director
5320 Adams Avenue Parkway
Ogden UT 84405
801-476-7804

- **Cobra (if eligible for insurance)(See Attached)**
- **Convictions and Arrests**

By state statute and Weber School District Policy any employee who is arrested for any of the following alleged offenses must report the arrest within forty-eight (48) hours or as soon as possible to Weber School District Human Resources:

1. Any matters involving arrests for alleged sex offenses;
2. Any matters involving arrests for alleged drug-related offenses;
3. Any matters involving arrests for alleged alcohol-related offenses;
4. Any matters involving arrests for alleged offenses against a person including, but not limited to; crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc. another person(s);
5. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility;
6. Any matters involving an arrest for felony theft; and
7. Any convictions for any crime, including pleas in abeyance and diversion agreements.

Failure to report as specified above will result in disciplinary actions up to and including termination. The District will provide adequate due process for the accused employee consistent with and applicable administrative procedures established by the District.

- **Drug Free Workplace (See Attached)**
- **Nursing Mothers**
Weber School District honors the "Break for Nursing Mothers" as defined in the national health care reform. Please contact your building principal or supervisor for more information
- **Sexual Harassment & Discrimination (See Attached)**
- **Suspension and Termination (See Attached)**
- **FMLA Notice of Eligibility, Rights, and Responsibilities (if qualifies)**
- **Substitute Qualifications, Policies and Procedures (if applicable, see attached)**
- **Weber School District On-line In-service Instructions (see attached)**
- **In accordance with Utah state law, by signing below you consent that Weber School District may conduct a criminal background check and hereby waive written notice of the same.**
- **If you have been retired less than one year with the Utah Retirement System, employment with Weber School District may jeopardize your retirement.**

NOTE: The Negotiated Agreements, Board Policy, and Evaluation Handbooks can be found online on the Weber School District Website under Departments/Human Resources/ HR Resources. Information regarding your specific job description can be obtained from your direct supervisor or Human Resources.

You may also find your personal information including pay stubs by looking at employee online. Go to WSD website and type "eo" in the address and following the sign-in directions.

New employees are required to read the Employee Disclosure Statement. Please sign this form, indicating that you will do so.

*(The Disclosure Statement is found on the District Web Page. Go to "Departments"/"Human Resources"/Click on "Resources" (in the upper left hand side)/"New Employment/Change Forms"/Employee Disclosure Statement" and read the entire document.

SIGNATURE

DATE

NAME (PRINT PLEASE!)