Section 13

PERSONNEL

Information and Forms

Sacramento City Unified School District

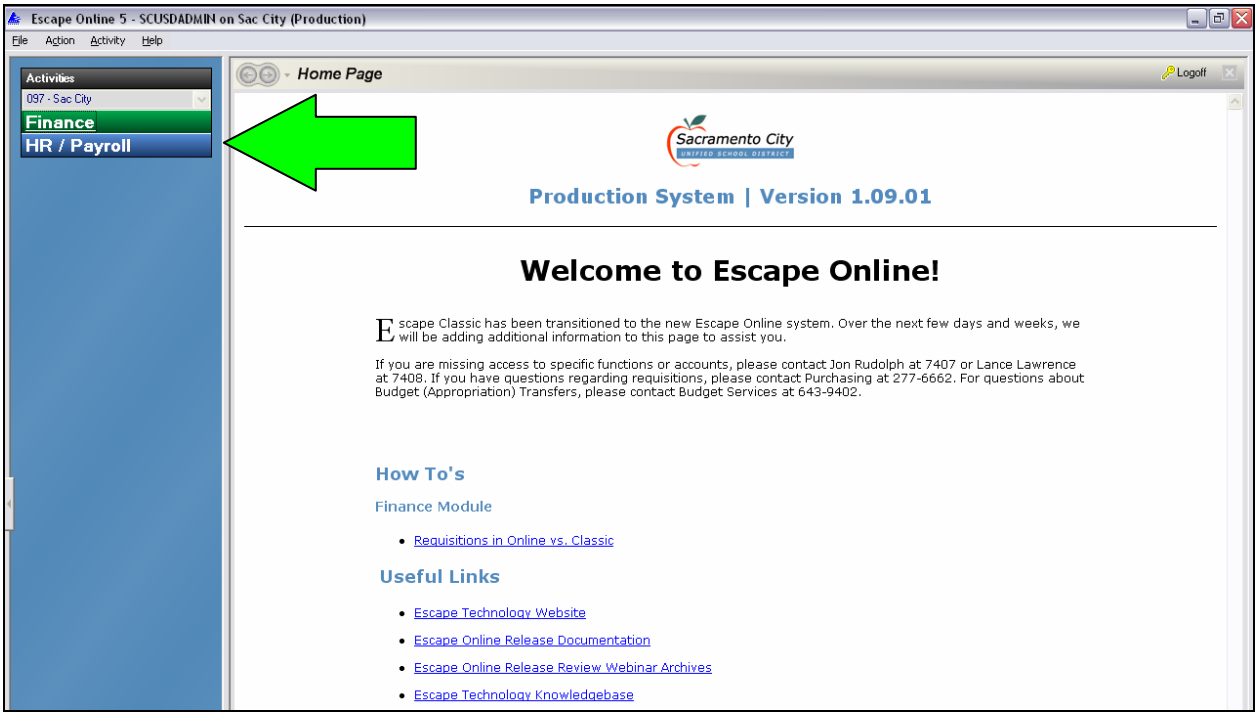
Vacancy Requisitions in Escape Online

A Vacancy Requisition form, indicating the specific requirements for the position, must be completed by the site administrator or department manager to authorize Human Resources Services to fill any vacancy. Whether the vacancy is a newly authorized position or an existing position that has occurred as a result of an employee transfer, termination, retirement, or reassignment, the Vacancy Requisition form establishes the vacancy and begins the recruitment process. The Vacancy Requisition form can be printed from the Escape Online system once the position is authorized by Budget Services. The initiator completes the form and then forwards the form to Human Resource Services.

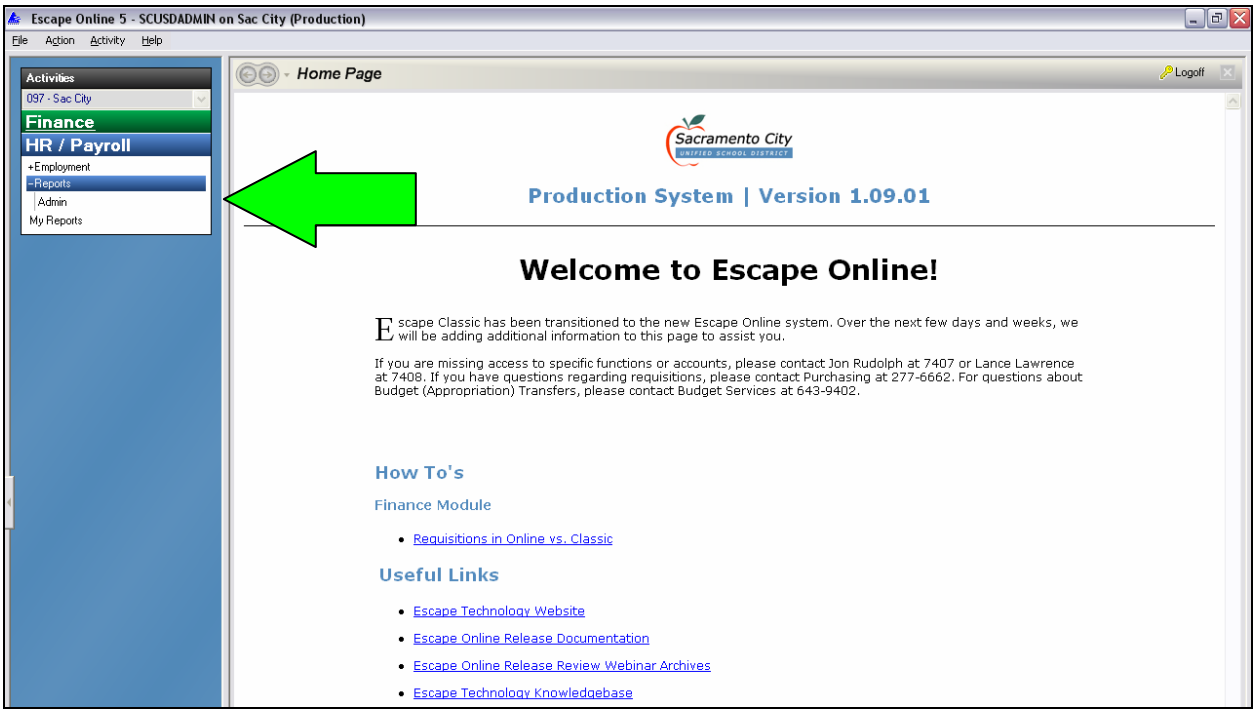
Overview of How to Print a Request to Fill a Vacancy Form in Escape Online

- Login to the Escape Online system.
- Under Activities, select HR/Payroll → Reports → Admin.
- Double-click on the Vacancy Request report - Pos201.
- Under the 2 – User Options section of the Request tab, enter a Position Number to run a Vacancy Requisition report for a specific position, and click the Go button.
- Click on the Printer icon to print the report to your local or network printer.
- Select the appropriate printer from the Name drop-down menu, and click the OK button.
- The Vacancy Request form will start printing to the printer that you selected.
- Fill out the requisition form and submit to Human Resources Services.

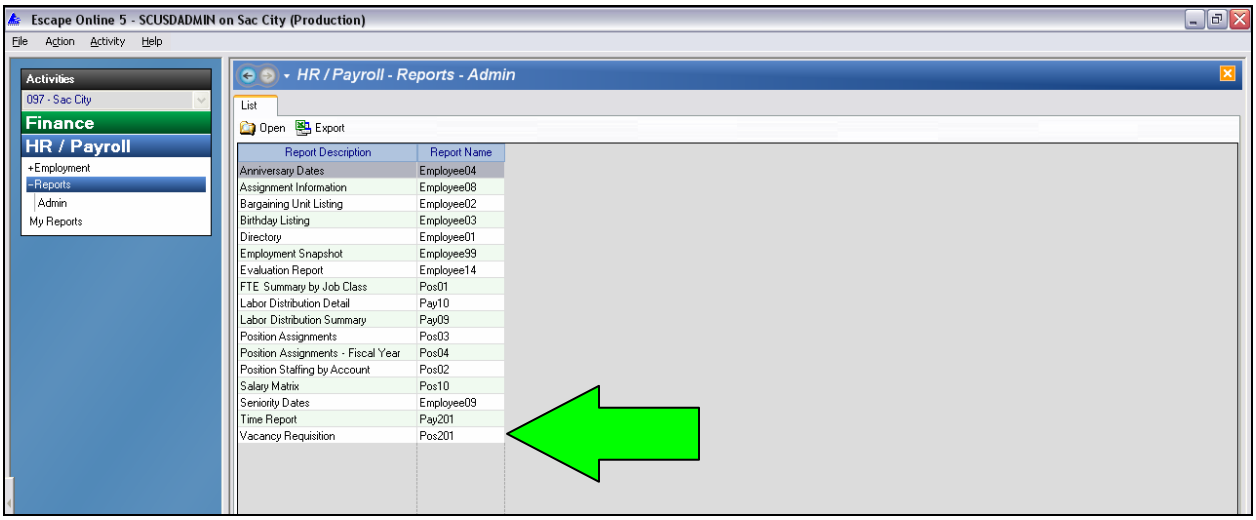
Instructions on How to Print a Request to Fill a Vacancy Form in Escape Online



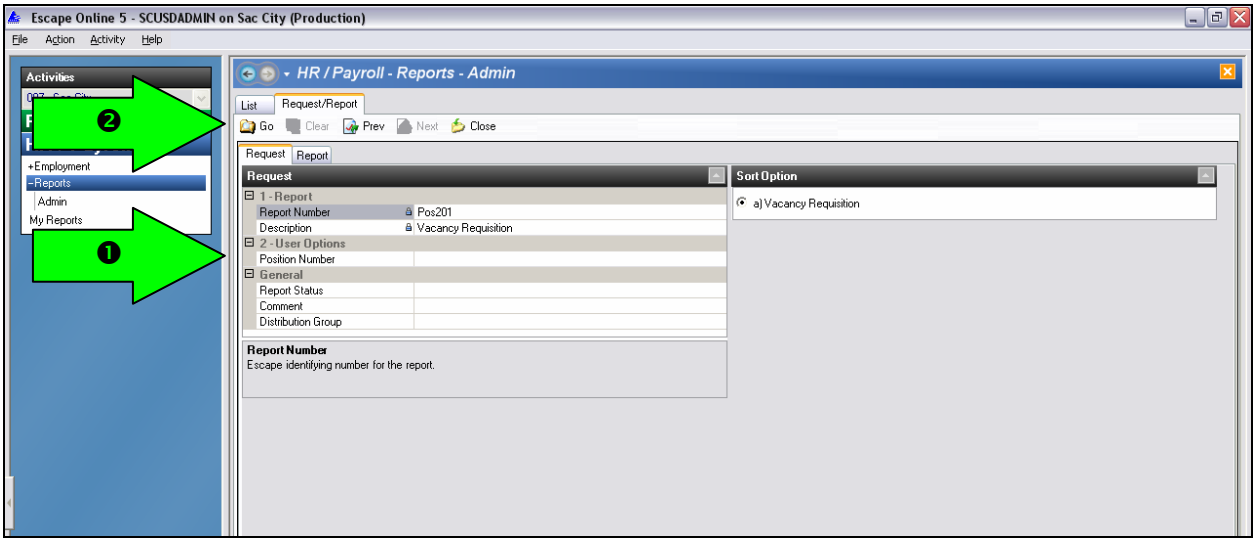
1. From the logged in homepage, click on HR/Payroll and then Reports to expand the Reports activity.



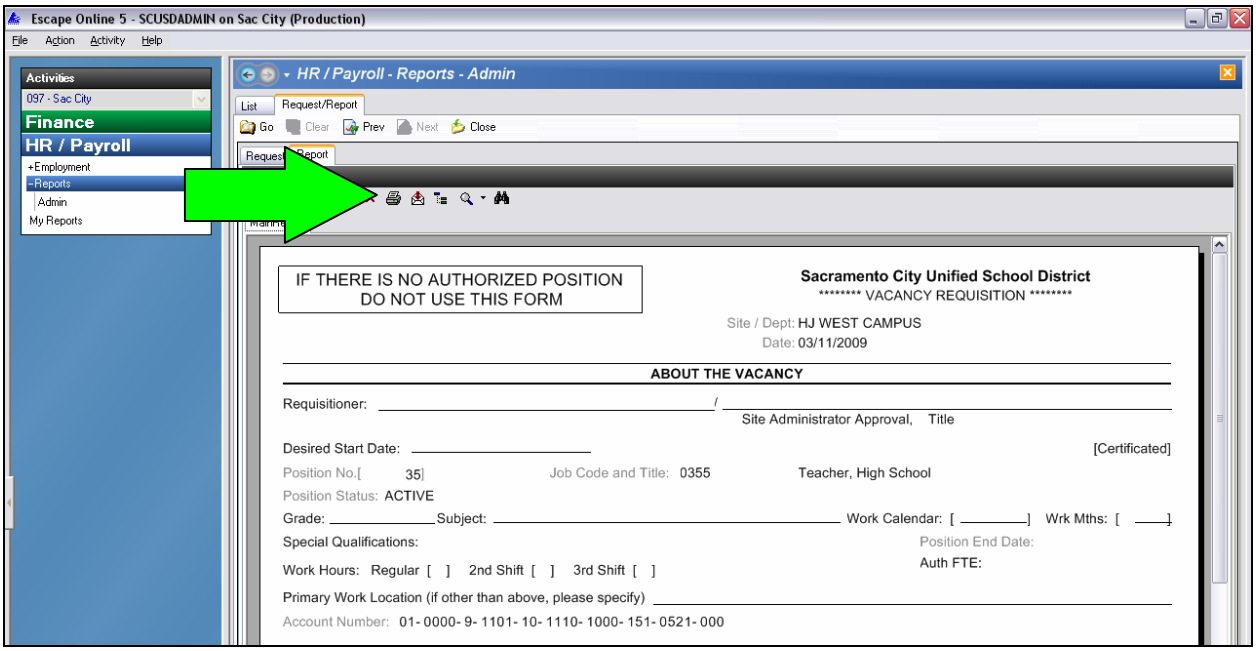
2. Click on Admin to view the HR/Payroll – Reports – Admin List tab as shown below.



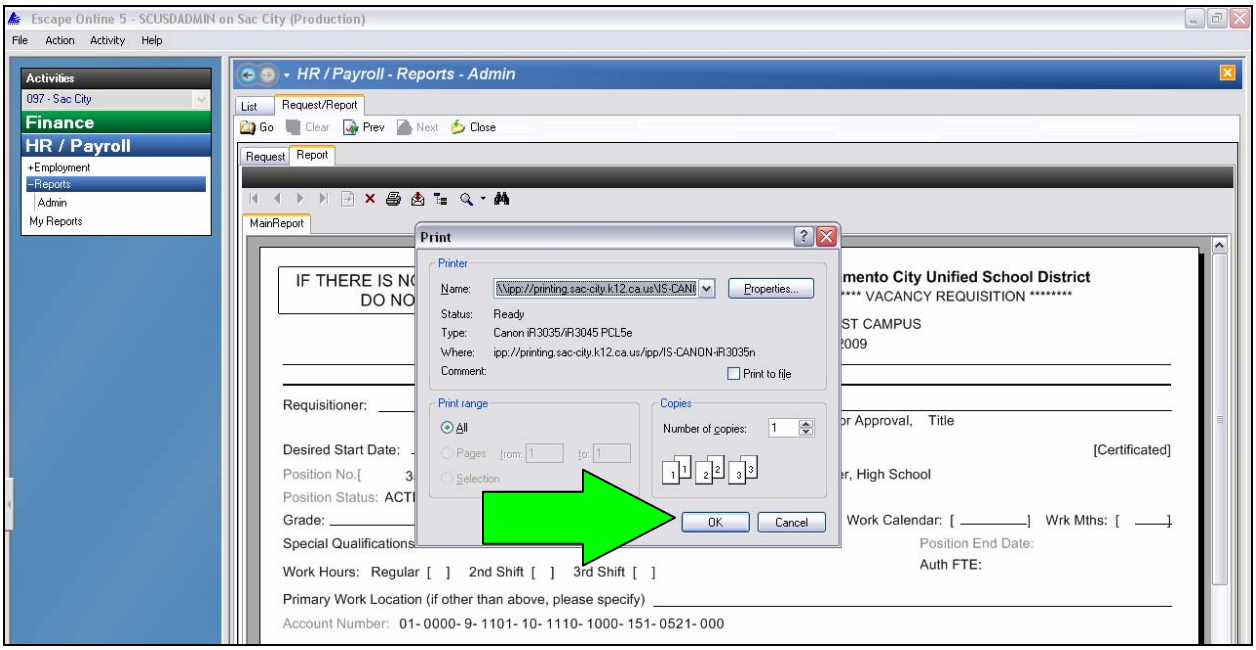
3. Double-click on the Vacancy Requisition - Pos201.



4. Enter a Position Number under the 2 – User Options section of the Request tab to run a Vacancy Requisition report for a specific position, and click the Go button.



5. Click on the Printer icon to print the report to your local or network printer.



6. Select the appropriate printer from the Name drop-down menu, and click the OK button. The Vacancy Request form will start printing to the printer that you selected.

7. Enter the required information, as shown below, and submit to Human Resource Services.

Sample Vacancy Requisition Form

IF THERE IS NO AUTHORIZED POSITION
DO NOT USE THIS FORM

Sacramento City Unified School District
******** VACANCY REQUISITION ********

Site / Dept: HJ WEST CAMPUS
Date: 03/11/2009

ABOUT THE VACANCY

1. Requisitioner: _____ / _____
Site Administrator Approval, Title

2. Desired Start Date: _____ [Certificated]

Position No.[35] Job Code and Title: 0355 Teacher, High School

Position Status: ACTIVE

3. Grade: _____ Subject: _____ 4. Work Calendar: [_____] Wrk Mths: [____]

5. Special Qualifications: Position End Date:

6. Work Hours: Regular [ ] 2nd Shift [ ] 3rd Shift [ ] 7. Auth FTE:

8. Primary Work Location (if other than above, please specify) _____

Account Number: 01-0000-9-1101-10-1110-1000-151-0521-000

ABOUT THE INCUMBENT

9. Previous Incumbent Information:

Current Incumbent Data (check only one):

[ ] Terminated/Resigned/Retired Date:_____ [ ] Reassigned_____

[ ] Transferred to _____ Date:_____ [ ] Status Change_____

[ ] On Leave_____ Date:_____ [ ] Other_____
(type of Leave)

Other/Comments: _____

ABOUT THE PROPOSED CANDIDATE

10. Person Recommended for Interview: _____ SSN# [___-___-____]

HRD USE ONLY

STATUS	ADVERTISE	TESTING [ ]	SCREEN	INTERVIEW PANEL	HRD REF CHK	REFERRALS To Site ADMIN	CALL HRD Use List (eligibility)	POSITION Filled [ ]	Notified Site [ ]	Board Agenda [ ]
_____	Begin_____									
_____	FFD _____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	___ 5 days	Date	Initls					Date	Date	Date
	___ 8 days									

Person Selected: _____ SSN# [___-___-____]

Begin Date:_____ End Date:_____ Col _____ Step _____

[ ] Perm [ ] 1st Prob [ ] 2nd Prob [ ] Zero Prob [ ] Temp [ ] LTA, SI = A B C [ ] LTT [ ] STT

_____ / _____ _____ / _____ _____ / _____
HRD Administrator Approval Date Entered Date Entered Date

Distribution List: Original = HRD, Duplicate = Site

1. Enter Requisitioner and Site Administrator Approval / Title.
2. Enter Desired Start Date (if known).
3. Enter Grade and Subject (if needed).
4. Enter Work Calendar and Months (e.g. Work Calendar: M and Work Months: 10).
5. Enter Special Qualifications (if needed).
6. Select Work Hours.
7. Enter Authorized FTE (e.g. 0.6250 = 5 hours).
8. Enter Primary Work Location (if other than the location listed under Site/Department at the top of the form).
9. Enter Previous Incumbent Information, Current Incumbent Data, and Other/Comments under the About the Incumbent section.
10. Enter Person Recommended for Interview and their SSN under the About the Proposed Candidate section.

Human Resource Services

Per Diem Requisition Notes

Tips for Successful Per Diem Requisition Processing

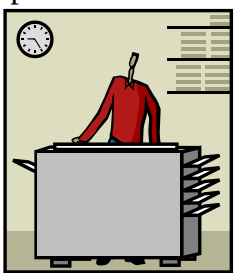
- Complete and accurate Per Diem Requisitions will prevent delays in processing them.
- Submit Per Diem Requisitions as soon as possible.
- **Do not work any new employee without being cleared by Human Resources.**
- Do not attach Per Diem Requisitions to a Time Report; this will cause delays in the process. Time Reports go directly to Payroll Services; Per Diem Requisitions go directly to Human Resource Services.
- Human Resource Services will only process Per Diem Requisitions with stipends that are listed on a salary schedule or with a copy of the corresponding grant.

- The Time Report Location on the Per Diem Requisition needs to be filled in if your location **is not** the same location that will be submitting the Time Report. The Technician who has the site of the Time Report Location will process the Per Diem Requisition. Please contact Technician with any questions.
- Match your Per Diem Requisitions with your Time Reports to verify that you have submitted Per Diem Requisitions for all the employees that you are submitting time for. Be sure that the time submitted is within the confines of the time specified on the Per Diem Requisition.
- At the end of the school year, Time Reports are submitted to Payroll Services for employees that do not have Per Diem Requisitions. The two most common events that happen are: (1) There may be a requisition online, but it was only up to a certain time, and the employee worked beyond the time indicated on the requisition; or (2) A requisition was not submitted at all. Human Resource Services is not able to rectify this because the sites are closed for the summer; therefore, the employees do not get paid. This happens to be an ongoing problem every year, so close attention to this problem will alleviate the frustration of the employee not getting paid in a timely manner.

- If you receive a Per Diem Requisition from Budget Services with a budget code change, use that requisition to match the Time Report against when you are working on the Time Report. The Time Report will then have the correct budget code on it, and Human Resource Services and Payroll Services will be able to more easily identify it.

- Review the information below the employee's name on the Time Report. That information should match what your are going to pay that employee for, i.e., TEACHPSR – Per Session Rate; CERTHR – Certificated Hourly Rate; XHRSR – Extra Classified Hours; MORNR – Morning Duty.

- When you are going to process a new employee, give them a copy of the requisition to take to the Serna Center, not an original. The original should be sent to Human Resource Services for processing.



- New employees should be reflected on a separate requisition with a note indicating, "**New Employee;**" include address, phone, and social security number.

- A Position Title on the Per Diem Requisition refers to what position the site is going to pay the employee as. **It must match a position on one of our district's current salary schedules.** Please refer to the Internet under Employment/Salary Schedules for current salary schedules. The "Reason for Request" is the description of what the employee will actually be doing.

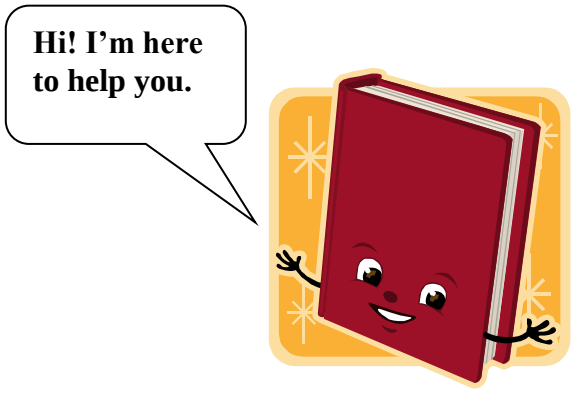
- Budget Codes are **required** on Per Diem Requisitions. Contact your assigned technician in Budget Services for assistance with budget codes.

- Make sure all **new employees** have their application online before coming to the Serna Center for processing.

- Do not work any employee before the employee is cleared by Human Resource Services.

- Even though they may have done fingerprinting already as a Volunteer, employees need to come in for fingerprinting and process. Our District requires an applicant to be fingerprinted again if they have not worked in six months.

- Please refer to the Training Manual and make notes in it. It is a great tool to refer to!



(08-11-10)

Human Resource Services

Requisition for Per Diem Personnel

For special, short-term, temporary projects or assignments, a Requisition for Per Diem Personnel must be completed. The Per Diem Requisition is submitted to the appropriate Team Personnel Technician in Human Resource Services for review, approval, and forwarding to Budget Services for authorization. Not until Budget has approved the Per Diem Requisition can a person work or be paid. In the case of a new employee, Human Resource Services staff must arrange for the individual to complete the necessary paperwork to establish the individual on the payroll. A Per Diem Timesheet is required to authorize payment.

How to Fill Out a Requisition for Per Diem Personnel

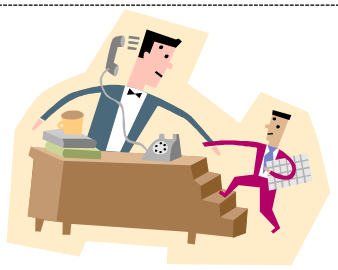
Completing this form accurately prevents delays in processing, thus assuring timely paychecks for hourly employees.

1. Work Location	Indicate where the employee(s) will be working. School/department site number.
2. Code	Enter the work location code.
3. Time Reporting Location	State the time report location code of the site that will be submitting the time.
4. Date	Enter the date when the requisition is created.
5. Employee Type	Specify whether the employee is classified or certificated.
6. Position Title	Indicate the employee's position title, such as Teacher, Clerk, Counselor, Noon Duty, etc. Only existing position titles may be used.
7. Pay Cycle	Enter pay cycle: Classified ..... Enter M3 Certificated..... Enter M2 Maintenance.....Enter S1
8. Beginning Date	Specify the beginning date when the employee(s) will start the assignment.
9. Ending Date	Specify the ending date when the employee(s) will complete this assignment.
10. Days/Hours	Indicate the days or hours the employee(s) will work, such as six days or 180 hours per month.

11. Reason for Request	Enter reason for request. Applicable categories are listed below: • Per Session and Hourly Teachers • Per Session Teachers (Home Teachers; Independent Study) • Head Teachers • Inter-session and Summer School Teachers • SB813 Counselors • Extra Pay for Extra Duty Coaches, Certificated and Classified • Saturday School • Temporary Administrators • Noon Duty • Morning Duty • Work Experience Students • Food Services Student Help Employees • Curriculum Writing Stipends or Staff Training Stipends (indicate "type" of workshop)
12. Name/SSN or PSL	Provide the name and social security number or PSL number of each employee. If it is a new employee, the address and phone number should be included.
13. % FTE	Applicable only if there is a stipend that is to be split between two employees. The percentages are to indicate how the stipend is split between two employees filling one position.
14. Comments	Use as needed to provide additional information.
15. Signature of Person Submitting Request	Person preparing the requisition signs here.
16. Approval of Appropriate Staff Member	Site or department manager approving the requisition signs here.
17. Budget Code (Required)	Indicate the appropriate budget code to which the expense should be charged. Established budget codes are available on the Escape Finance System. For questions regarding a budget code, contact your assigned technician in Budget Services.

Due Date: The Requisition for Per Diem Personnel form is due to Human Resource Services by the 18th of each calendar month.

Where to Send Requisition: Human Resource Services, 5735 47th Avenue, Box 770.



Sacramento City Unified School District

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

WORK LOCATION: 1	CODE: 2	TR LOC: 3	DATE (mm-dd-yyyy): 4

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: 5 CLASS ☐ CERT ☐	POSITION TITLE: 6	PAY CYCLE: 7

BEGINNING DATE (mm-dd-yyyy): 8	ENDING DATE (mm-dd-yyyy): 9	DAYS / HOURS: 10

REASON FOR REQUEST: 11

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
12	13	14				

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

15 SIGNATURE OF PERSON SUBMITTING REQUEST

16 APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: 17

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

Distribution: Original – Human Resource Services; Copy – Site

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

Location Code of Submitting time Report

WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☑ CERT ☐	POSITION TITLE: Instructional Aide	PAY CYCLE: M3

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: As Needed

REASON FOR REQUEST: Additional Hours

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number						

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

Distribution: Original – Human Resource Services; Copy – Site

Sacramento City Unified School District

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

Location Code of Submitting time Report

WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☐ CERT ☑	POSITION TITLE: Teacher	PAY CYCLE: M2

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: Days/Hours

REASON FOR REQUEST: Mandatory Attendance at Staff Training Workshop

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

Distribution: Original – Human Resource Services; Copy – Site

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

Location Code of Submitting time Report

WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☐ CERT ☑	POSITION TITLE: Teacher	PAY CYCLE: M2

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: Days/Hours

REASON FOR REQUEST: Attend Staff Training Workshop

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

Distribution: Original – Human Resource Services; Copy – Site

Sacramento City Unified School District

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

Location Code of Submitting time Report

WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☐ CERT ☑	POSITION TITLE: Teacher	PAY CYCLE: M2

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: Days/Hours

REASON FOR REQUEST: Curriculum Writing

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

Distribution: Original – Human Resource Services; Copy – Site

Sacramento City Unified School District

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

Location Code of Submitting time Report

WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☐ CERT ☑	POSITION TITLE: Teacher	PAY CYCLE: M2

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: Days/Hours

REASON FOR REQUEST: Saturday School

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						
Name / Social Security Number OR PSL Number						

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

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EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

Location Code of Submitting time Report

WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☐ CERT ☐	POSITION TITLE: Coach	PAY CYCLE:

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: Days/Hours

REASON FOR REQUEST: Cateogy B Volleyball (H, W)

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number	100%					
OR						
Name / Social Security Number OR PSL Number	50%					
Name / Social Security Number OR PSL Number	50%					

Split Stipend for 2 Coaches Doing Same Category/Activity

IMPORTANT NOTE TO PRINCIPAL OR OFFICE ADMINISTRATOR: (1) It is your responsibility to report the actual time worked on a PER DIEM/PER SESSION TIME REPORT FOR PERSONNEL. (2) The TIME REPORT is due in the Payroll Department the 25th of each calendar month. Time Reports are to be submitted in accordance with the above authorization. (3) Service in excess of this authorization must be requested by another requisition and is not to be performed until an additional authorization has been submitted or approved. (4) The requisition must be approved by both Human Resource Services and Budget Services prior to distribution to the Payroll Department. (5) This requisition is due in Human Resource Services by the 18th of each calendar month.

Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

Requisition for Per Diem Personnel is applicable for the following categories: Per Session and Hourly Teachers; Head Teachers; Inter-Session and Summer School Teachers; Extra Pay for Extra Duty Coaches, Certificated and Classified; SB 813 Counselors, Per Session Teachers (Home Teachers; Independent Study); Curriculum Writing Stipends; Staff Training (Workshop) Stipends; Saturday School; Temporary Administrators; Noon Duty; Morning Duty; Work Experience Students; Food Services Student Help Employees

Distribution: Original – Human Resource Services; Copy – Site

Sacramento City Unified School District

EXAMPLE

Human Resource Services

Requisition for Per Diem Personnel

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WORK LOCATION: Your Location	CODE: Your Loc	TR LOC: ↑	DATE (mm-dd-yyyy): Enter

We request the services of the following employees (title, dates, length of assignment, budget code, and reason) are the same.

EMP TYPE: CLASS ☐ CERT ☐	POSITION TITLE: Teacher	PAY CYCLE:

BEGINNING DATE (mm-dd-yyyy): Enter	ENDING DATE (mm-dd-yyyy): Enter	DAYS / HOURS: Days/Hours

REASON FOR REQUEST: Head Teacher

TO BE FILLED OUT BY REQUESTING PERSONNEL			HUMAN RESOURCE SERVICES USE			
NAME / SSN ADDRESS / PHONE (REQUIRED ONLY IF NEW)	% FTE	COMMENTS	PAY RATE	SALARY SCH	RNG/ COL	STP
Name / Social Security Number OR PSL Number						

Note: Please Specify Whether Head Teacher or Alternative Head Teacher

Rates for:
Head Teacher = $77.89 Per Month
Adult Education Head Teacher = $50 Per Month
Alternate Head Teacher = $8 Per Day

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Signature	Approval Signature
SIGNATURE OF PERSON SUBMITTING REQUEST	APPROVAL OF APPROPRIATE STAFF MEMBER (When Required)

BUDGET CODE: Write in Budget Code

BUDGET SERVICES APPROVAL:

HUMAN RESOURCE SERVICES APPROVAL: **DATE:**

ENTERED / RATED BY: **DATE:**

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Distribution: Original – Human Resource Services; Copy – Site

Human Resource Services

Resignation and Retirement

Resignations and retirements should be given with sufficient notice to the school site or department to allow for an effective transition. When an employee decides to terminate, the Resignation/Retirement Form (PSL-F008) must be completed and sent to Human Resource Services as soon as possible. Employees should also fill out the PSL-F196 Exit Interview Questionnaire and forward to Human Resource Services.

Please refer to PSL-F203 Resignation and Retirement: Site Checklist of Items to be Returned/Notifications for a listing of items that employees must turn to site administrator.

For those employees who have signed a "Notice of Intent to Return," there is a contractual agreement that has been created and can impact the acceptance of a resignation. In such cases, a resignation must be submitted prior to June 30th, otherwise it is at the discretion of the district to accept it.

For employees who are retiring, it is essential that they advise the appropriate administrators of their retirement preferably six months prior to their retirement.

- State Teachers' Retirement System (STRS):
  call (800) 228-5453, or visit the website: www.strs.ca.gov
- Public Employees Retirement System (PERS):
  call (888) 225-7377, or visit the website: www.calpers.ca.gov
- Social Security:
  call (800) 772-1213, or visit the website: www.ssa.gov/retire

Notification of Employee Death Procedure

If a school site or department receives notification that an employee has passed away, they should either:

- Provide the Benefits Office with the following information: name, social security number, date of death, relative to call for information about the deceased, relative's phone number; or
- Refer the calling individual to the Benefits Office at (916) 643-9432.

A Notification of Death will be sent from the Benefits Office to the following: Chief Business Officer, Administrative Services; Benefits; and Payroll.

Sacramento City Unified School District

Human Resource Services

Resignation / Retirement

This form is provided for all employees submitting a voluntary resignation to terminate employment.

TO: The Superintendent and Secretary
Board of Education
Sacramento City Unified School District

I hereby submit my voluntary ☐ resignation ☐ retirement from my position as:

Title of Position	Location	Grade and/or Subject

This resignation is unconditional, effective, and irrevocable upon receipt by the undersigned Superintendent's designee as "approved." I understand it is my responsibility to turn in my keys, phone, badge, equipment, etc., to my site administrator.

☐ My last day of work will be at the close of the school or business day on _____ (mm/dd/yy). (Check if applicable)

☐ I have contacted PERS or STRS regarding my retirement.

☐ I would like to request an exit interview with Human Resource Services.

I am terminating my employment for the following reason(s):

Additional Comments:

For Office Use Only
TERMINATION

Agenda Date
Accepted Date
Reason
Location
Position #
Approved / Position
Reviewed
Released ☐
Site Notified

Signature

Name Typed or Printed

Mailing Address

City State Zip Code

Date of Birth (mm/dd/yy) Social Security Number (No Dashes)

Date (mm/dd/yy) Area Code/Phone Number

Reason Codes: FO = Family Responsibility; HE = Health; JD = Job Dissatisfaction; M = Military Service; OJ = Other Job; OT = Obtain Training/Education; PL = Personal; RD = Retired, Disability; RL = Relocation; RM = Retired, Management; RV = Retired, Voluntary

Distribution: Human Resource Services; Employee Benefits; Employee

Human Resource Services

Resignation and Retirement

Site / Department Checklist of Items to be Returned / Notifications

Note: Ensure that employee fills out and submits the following forms: (1) PSL-F008 (Resignation/Retirement) and (2) PSL-F196 (Exit Interview Questionnaire).

Departing Employee Name: _____

☐ Keys	Date Collected: Notes:
☐ Badge (Security Services) School Mail Box 823 Phone: 643-7449 Fax: 643-9451	Date Collected: Date Security Services Notified: Notes:
☐ Telephone Services: Re: Cell Phone & Directory Phone: 643-7429 Fax: 643-9452	Date Technology Svcs Notified: Notes:
☐ Laptop Computer or Other Electronic Device Fax to: 643-9452; Questions: 643-9445	Date Collected: Date Technology Svcs Notified: Notes:
☐ Books (Site/Department)	Date Collected: Notes:
☐ Supplies (Site/Department)	Date Collected: Notes:
☐ Other District Property	Date Collected: Notes:
☐ Bistro Account Balance Due (Serna Center)	Date Collected: Notes:
☐ Technology Services (Remove Employee From District Network Access, i.e., Escape, Outlook, Zangle) Fax to: 643-9452; Questions: 643-9445	Date Completed INF-F001 Request for Access to Network Services and Email Form to Remove Access: Date Form Faxed to Techn Svcs: Notes:

Completed by: ☐ Office Manager_____ OR ☐ Human Resource Analyst _____

Human Resource Services

Exit Interview Questionnaire

(Resignation / Retirement)

To help maintain the best possible working conditions in the Sacramento City Unified School District, please answer the following questions concerning your feelings about your time in the district.

Employee (Optional): _____ Date: _____

Position: _____ Year(s) in District: _____

1. Can you tell me why you are leaving?
2. What did you like most about your job?
What did you like least?
3. What job factors caused you the most stress or frustration?
What factors led to the most satisfaction?
4. If you are going to a job at another school system, what does that system offer that attracted you?
5. What would you list as the greatest strengths in our school system?
What suggestions do you have?

Please rate your answers to the following questions by placing a check mark (✓) in the appropriate column.	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
1. The supervision I received was adequate.					
2. I received adequate feedback on my performance and suggestions for improvements.					
3. I received an adequate amount of supplies to do my job well.					
4. I could express complaints and grievances without fear of retaliation.					
5. I grew professionally while working in the Sacramento City Unified School District.					

Please return completed Exit Interview Questionnaire to:
Sacramento City USD, Human Resource Services, 5735 47th Avenue, Sacramento, CA 95824.

Sacramento City Unified School District

Human Resource Services

Separation of Employment Checklist

Leaves	Employee Benefits Office will send you a letter according to the type of leave. The letter will include premium amounts to continue benefits. **Family Leave:** The district will continue your benefits while on family leave, but you will be responsible for any dependent portion. **All Other Leaves:** You are responsible for all premiums to maintain your health benefits and any options. **Returning From Leave:** If you do not maintain benefits while on leave or you did not continue dependent coverage, you must re-enroll upon returning to work. **Your benefits will not automatically be reactivated.**
Resignation	**Teachers:** ▪ Benefits terminate the last day of the month of termination. ▪ You will be sent a COBRA letter from the Employee Benefits Office to continue your health and/or options. **CalPERS:** ▪ Benefits terminate the month following your termination of employment. ▪ If you are vested with CalPERS and receive a retirement check, you may be eligible to continue your benefits without district reimbursement. ▪ You will be sent a COBRA letter from the Employee Benefits Office to continue your health and/or options.
Retirement	You must meet all requirements of district paid benefits. To assist in your retirement process, please review the following: ▪ Contact your retirement agency (CalSTRS, CalPERS). Your district retirement date must be at least one day prior to date used with CalSTRS/CalPERS (i.e., district June 16, STRS/PERS June 17). ▪ If within three months of turning age 65, you must contact the Social Security Office regarding Medicare eligibility. ▪ Employee Benefits Office must complete retirement benefits at least 45 days prior to retirement. **Your benefits will not automatically carry through to retirement.** ▪ Sign authorization for STRS/PERS deductions. ▪ Sign authorization for options (dental, life, vision). ▪ Sign authorization for dependents. ▪ Verify mailing address and telephone numbers. ▪ Possibly change beneficiary for life insurance. **Teachers:** ▪ If retirement date is in June (completion of school year), retirement benefits start October 1. **CalPERS:** ▪ If you wish to draw all your CalPERS/CalSTRS retirement money, you will not be eligible for benefits upon retirement. ▪ Retirement benefits start one month after retirement date (i.e., retire June – benefits start August 1). ▪ If you are vested with CalPERS, but do not have enough district time, you will be eligible to continue benefits at the group rate.

Human Resource Services

Change of Address and/or Phone Number

Date:

Name:

Social Security Number:

Correct Address:

Street Address

City Zip Code

New Telephone Number:

☐ **SUBSTITUTE**

☐ **CLASSIFIED**

Supervisor ☐

Administrative ☐

☐ **CERTIFICATED**

Supervisor ☐

Administrative ☐

REASON FOR CHANGE:

New Address ☐

Error in Address ☐

New Phone Number ☐

Mailing Address:

Street Address City Zip Code

_____

Signature of Employee

DMV License Number/Other ID: _____

Information Taken By: _____ On Line: _____

Initials/Date Initials/Date

Instructions

Since pay warrants and other documents are mailed to your home address, it is important to keep Human Resource Services informed of your correct mailing address.

Employees are to fill out a Change of Address Form and either:

1. Hand-deliver the Change of Address Form to Human Resource Services, 5735 47th Avenue. Human Resource Services will need to verify your identity, so please be sure to bring identification with you. OR
2. If you are at a school site, give the completed Change of Address Form to the School Office Manager, who will sign off on the form and send to Human Resource Services via district mail or fax (916 643-9454).

HR Internal Process: Field 1 and Field 3 must match, or Field 3 needs to be empty.

Distribution: Human Resource Services; Employee Benefits or Substitute Office; Accounts Payable

Human Resource Services

Request for Name Change

I wish to change my name as it appears on my records:

From: _____

To: _____

(As it is to appear on official district records.)

Social Security Number: _____

Location: _____

Signature: _____ Date: _____

Distribution of Copies: Human Resource Services and Employee Benefits

Instructions

In order to change your name as it appears on your district records, you will need to provide Human Resource Services with the original document that authorizes the legal change of your name. Fill out a **Request for Name Change** form, and submit the following documents:

SUBMIT ONE OF THE FOLLOWING:

- ☐ Marriage Certificate
- ☐ Divorce Decree (stating that you may return to your previous name)
- ☐ Court Order
- ☐ Legal Documentation **AND**
- ☐ Driver's License with picture and Social Security Card

Certificated Employees: To change your name as it appears on your teaching credential, you must go directly to the Commission on Teacher Credentialing, 1900 Capitol Avenue, Sacramento, CA 94244-2700, Phone: 445-7254. You have the option of doing this now or waiting until you renew your credential(s). The cost for processing prior to renewal will be $27.50* per credential.

Please note that Human Resource Services will make the copies of all original documents.

*Fees are subject to change.

Human Resource Services

Position Description

A position description is an official statement of the characteristics of a class of positions. The description is composed of several parts including the basic function of the position, a list of representative duties assigned to the position, qualifications, skills, knowledge and abilities, and working conditions.

Employees may perform any combination of the essential functions shown under representative duties. The position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with the classification, but is intended to accurately reflect the principle job elements.

11-16-05

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Office Manager III	**CLASSIFICATION:**	Classified Non-Management (SEIU)
SERIES:	School Office Manager	**FLSA:**	Non-Exempt
POSITION CODE:		**WORK YEAR:**	242 Days
DEPARTMENT:	High School	**SALARY:**	C-45
REPORTS TO:	Principal	**BOARD APPROVAL:**	03-15-99
		BOARD REVISION:	

BASIC FUNCTION:

Perform a wide variety of advanced, technical, highly complex secretarial and clerical duties to assist the Principal with routine administrative tasks; perform public relations and communication services for the Principal; utilize various complex computer programs; and coordinate the work flow of the school office.

REPRESENTATIVE DUTIES:

Coordinate office activities and communications regarding school activities, events and time lines; maintain the Principal's calendar, maintain calendars for other administrative staff; schedule and arrange meetings and conferences; screen visitors and phone calls; make travel arrangements; and receive, prioritize and distribute mail.

Perform advanced secretarial duties for the Principal; take minutes of meetings, letters and memoranda; compose correspondence, newsletters and bulletins independently; assist with administrative matters as appropriate.

Coordinate activities of the Principal's office; serve as contact person and reference source for staff, students, parents, and the public; perform public relations and communications services for the Principal.

Communicate with students, parents and the public to explain policies, procedures and regulations related to school functions and programs; make decisions related to procedural matters using established guidelines.

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memoranda, personnel requests, lists, bulletins, reports and statistical data; and type sensitive and confidential materials.

Communicate with the District Office to coordinate substitute personnel to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom or office.

Process certificated and classified attendance.

Operate a variety of office equipment such as computers, the central telephone answering system, printers, copiers, calculators and other equipment as required; maintain the security of building keys.

REPRESENTATIVE DUTIES: (continued)

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; college level course work preferred; and four years of secretarial experience.

SKILLS:

Ability to type 50 words per minute on a computer keyboard; ability to obtain a combined score of 80% on a computerized spreadsheet test for a program such as Excel; ability to obtain a combined score of 80% on a computerized word processing test for a program such as Word; ability to pass a qualifying clerical test.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
School office terminology, practices and procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Receptionist and telephone techniques and etiquette.
Letter and report writing skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws, polices or procedures.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies, and objectives.
Operation of a computer and data entry techniques.

ABILITY TO:
Meet district standards of professional attitude.
Perform advanced, technical, highly complex secretarial and clerical work to assist the Principal with a variety of administrative tasks.
Learn, interpret, apply, and explain school and district policies, rules and objectives.
Understand and perform duties within scope of authority.
Establish and implement office procedures as needed and according to established guidelines.
Understand and interpret rules and written direction and apply these to specific situations.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Establish and maintain effective working relationships with others.
Take notes or minutes and transcribe accurately.
Operate a variety of office equipment including computers and printers.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially and with discretion.
Make arithmetical computations quickly and accurately.

ABILITY TO: (continued)
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Work independently with little direction and many interruptions.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
School office environment; constant interruptions; excessive intermittent noise.

SAMPLE PHYSICAL ABILITIES:
Hearing and speaking to exchange information in person and on the telephone; seeing to prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

(Former Classification: Secretary II, High School)

(ZIP 100)

APPROVALS:

Personnel Services Department	Date
Superintendent	Date