



Human Resource Services/ Administrative Services

Frequently Asked Questions

(Budget, Employee Benefits, Payroll, Personnel, and Risk Management)

Topic	Segment	Question	Answer	Resource Person
Absence Reports	Payroll	Who do I send the Absence Report to?	Send Absence Reports to Payroll Services.	Refer to School and Department Listings for Payroll Services.
Adult School Hourly Absence Reports	Personnel	Who do I send the Adult School Hourly Absence Reports to?	Send Adult School Hourly Absence Reports to the appropriate Human Resource Services/Labor Relations Assistant.	Christina Villegas HR Services/Labor Relations Asst Phone: 643-7488 E-Mail: Chrisvi@sac-city.k12.ca.us
Application	Personnel	Is there a computer I can use to fill out an on-line application?	Contact the Customer Service Specialists in Human Resource Services to schedule an appointment.	Jackie Cervantes Customer Service Specialist Phone: 643-7456 or 643-9050 Email: Jackie-Cervantes@sac-city.k12.ca.us Lori Kane Customer Service Specialist Phone: 643-7455 or 643-9050 Email: Lori-Kane@sac-city.k12.ca.us Valerie Levin Customer Service Specialist Phone: 643-7400 or 643-9050 Email: Valerie-Levin@sac-city.k12.ca.us
Budget Codes	Budget	What budget code do I put on a requisition?	Contact your Fund Specialist.	Refer to School and Department Listings for Budget Services.
Credential	Personnel	I renewed my credential. Who needs a copy in Personnel?	The Human Resource Services Analyst in Human Resource Services needs to receive a copy of your renewed credential.	Refer to School and Department Listings for Human Resource Services.

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Credential Renewal	Personnel	Whom do I contact about renewing my credential?	Contact the Human Resource Services Analyst in Human Resource Services OR the Commission on Teacher Credentialing.	Refer to School and Department Listings for Human Resource Services OR California Commission on Teacher Credentialing at: 1900 Capitol Avenue Sacramento, CA 94244-2700 Phone: 445-7254 Web Site: http://www.ctc.ca.gov Hours: 12:30 - 4:30 p.m.
Credential Verification Letter	Personnel	How can I obtain a letter of verification for a credential?	Contact the Human Resource Services Analyst Specialist in Human Resource Services.	Refer to School and Department Listings for Human Resource Services.
Deductions on Pay Check	Payroll	Why is this amount being deducted from my paycheck?	Contact the Team Fiscal Technician or Lead Payroll Technician.	Refer to School and Department Listings for Human Resource Services (<u>Payroll</u>).
Dental, Vision, and Life Insurance	Benefits	What are the dental, vision, and life insurances, and can I go to any doctor?	<ul style="list-style-type: none"> • Dental is through Delta Dental; need to use dentist that is part of Delta Dental for full payment. SCTA Group Number: 6428-1 SEIU Group Number: 6428-2 Management Group Number: 6428-6 Dual coverage only for children if both parents are district employees. <u>Delta Dental</u>: 1-(866) 499-3001 or www.deltadental.org • Vision is through Visual Services Plan (VSP). Must use a VSP doctor, not a large group like Pearl Vision, Sears, etc. To be reimbursed, call VSP to submit bill. <u>VSP</u>: 1-(800) 877-7195 or www.vsp.com • Life insurance is term life. Benefits are paid to your beneficiary, and the beneficiary can be changed at any time. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.
Dependent Coverage	Benefits	When can a dependent be added or deleted?	<ul style="list-style-type: none"> • Newborn or new spouse must be added within 30 days of the event; birth or marriage certificate must be provided. • You can delete a dependent any time. • If loss of other coverage, a letter will be required indicating date of loss; must be completed within 30 days of the event. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.

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Dependents	Benefits	Can I add my domestic partner, parents, or grandchild?	<ul style="list-style-type: none"> • Domestic partners with documentation within 30 days. • Only immediate family members, such as a child, spouse, or domestic partner, are eligible. • Grandchild can be added if you have legal guardianship must provide documentation. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.
Direct Deposit of Pay Check	Personnel/Payroll	How do I sign up to have my check automatically deposited in the credit union or bank?	<p>Complete the Authorization for Electronic Money Transfer form (Direct Deposit), attach a voided check, and return to Human Resource Services or Payroll Services.</p> <p>Need a form? Please refer to PSL-F086 via the district's web page, www.scusd.edu under Human Resources, Documents.</p>	Refer to School and Department Listings for Human Resource Services.
Disability Insurance	Benefits	Who do I call for disability insurance?	<ul style="list-style-type: none"> • Teachers call SCTA and must enroll during their open enrollment. • SEIU/Teamsters call respective union; forms are started by calling Martine Kruger, 643-9421. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.
Discipline	Personnel	Who handles employee discipline issues?	Contact Human Resource Services Team Directors.	<p>Roxanne Findlay, Team A Director, Human Resource Services Phone: 643-9046 E-Mail: Roxannfi@sac-city.k12.ca.us</p> <p>Cancy McArn, Team B Director, Human Resource Services Phone: 643-7496 E-Mail: Cancy-McArn@sac-city.k12.ca.us</p> <p>Carol Mignone Stephen, Team C Director, Human Resource Services Phone: 643-9058 E-Mail: CAROLM@sac-city.k12.ca.us</p>
Early Retirement Incentive (ERI) Agreement (AKA Willie Brown Act)	Personnel	I'm interested in ERI. Am I eligible, and how do I apply?	<p>Contact Team Human Resource Services Analyst or the Recruitment and Selection Specialist for leave counseling and eligibility requirements.</p> <p>Need a form? Please refer to PSL-F076 via the district's web page, www.scusd.edu under Human Resources, Documents.</p>	Refer to Team Human Resource Services Analyst or Recruitment and Selection Specialist on School and Department Listings for Human Resource Services.

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Emergency Leave	Personnel	How many days of emergency leave do I earn?	Three days per year at full pay. Emergency leave is not accumulated.			Refer to Team Human Resource Services Analyst or Recruitment and Selection Specialist on School and Department Listings for Human Resource Services.
Evaluations	Personnel	What are the employee evaluation deadlines?	Refer to the applicable bargaining unit contract under Evaluation. Need a form? Please refer to PSL-F099 through PSL-F174 via the district's web page, www.scusd.edu under Human Resources, Documents.			Refer to School and Department Listings for Human Resource Services.
			Unit	Pre-Eval.	Final Eval.	
			Certificated	November 1	April 1	
			Classified Probationary	90 Days From Prob Status Date	60 Days Prior to Permanent Date	
			Classified Permanent	November 30	April 30	
Management	October 28 September 30	June 30				
First Paycheck	Payroll	When do I receive my first paycheck?	Newly hired employees or employees reassigned to new positions after the dates listed below will receive their first paycheck or adjusted paycheck on the month following the first scheduled pay date.			Refer to School and Department Listings for Human Resource Services (Payroll).
			Regular Pay Date	Hire Date or Reassigned	Pay Date for First Check	
			End of Month	After 15 th of the Month	Last Working Day of the Month Following First Scheduled Pay Date	
15 th of Month	After 25 th of the Month	15 th of the Month Following First Scheduled Pay Date				

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Flexible Reimbursement	Benefits	When can I make changes to my flexible reimbursement?	<ul style="list-style-type: none"> • Only during open enrollment or new employees upon appointment. • Flexible reimbursement must be <u>renewed every year</u> during open enrollment. • Qualifying event to change deductions change in employment, additional dependent, etc. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.
Job Application	Personnel	I applied for a position and would like to know the status.	Contact Team Human Resource Services Analysts or Recruitment and Selection Specialist.	Refer to School and Department Listings for Human Resource Services.
Job Vacancies	Personnel	What vacancies are currently available, and where may I obtain an application for employment?	Access our web site at www.scusd.edu to view vacancies, fill out an on-line application, and apply for vacancies.	Refer to School and Department Listings for Human Resource Services.
Leave of Absence	Personnel	I need to take a leave from work. What do I qualify for, and how do I apply?	<p>Refer to your bargaining unit contract section under leaves. Union steward at site has a copy of the contract, contact the union directly for a copy, or download from the www.scusd.edu web page under Employment, Collective Bargaining/Negotiations.</p> <p>Need a form? Please refer to <u>PSL-F004</u> or <u>PSL-F005</u> via the district's web page, www.scusd.edu under Human Resources, Documents.</p>	Leave counseling is provided by the Human Resource Services Human Resource Services Analysts or Recruitment and Selection Specialist. Refer to Team Listing.
Lost Paycheck	Payroll	I lost my paycheck. How do I arrange for a replacement?	Contact the appropriate Fiscal Technician as listed in the School or Department Assignments by Team to make arrangements for a replacement check.	Refer to School and Department Listings for Human Resource Services (<u>Payroll</u>).
NCLB	Personnel	What is the deadline for Teachers and Aides-Paraprofessionals to become NCLB compliant? Who do I contact for more information regarding the NCLB?	<p>The deadline for Teachers and Aides-Paraprofessionals was June 30, 2006. Contact the Team Human Resource Services Analyst in Human Resource Services.</p> <p>Contact the Customer Service Specialists in the Human Resource Services to schedule an appointment to take the Paraprofessional Test.</p>	

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NCLB Paraprofessional Testing	Personnel	Can I take a Paraprofessional Test to become NCLB compliant?	Contact the Customer Service Specialists in Human Resource Services to schedule an appointment.	<p>Jackie Cervantes Customer Service Specialist Phone: 643-7456 or 643-9050 Email: Jackie-Cervantes@sac-city.k12.ca.us</p> <p>Lori Kane Customer Service Specialist Phone: 643-7455 or 643-9050 Email: Lori-Kane@sac-city.k12.ca.us</p> <p>Valerie Levin Customer Service Specialist Phone: 643-7400 or 643-9050 Email: Valerie-Levin@sac-city.k12.ca.us</p>
Paycheck	Personnel/Payroll	I did not receive my paycheck. What happened?	Contact the appropriate Fiscal Technician or Lead Payroll Technician as listed in the School or Department Assignments by Team.	Refer to School and Department Listings for <u>Personnel and Payroll Services</u> .
PERS	Payroll	How do I contact PERS?	Public Employees Retirement System (PERS) 1-(877) 720-7377 www.calpers.ca.gov	<p>Michelle Du Patty Lead Payroll Technician (STRS) Phone: 643-9064 E-Mail: Michele-DuPaty@sac-city.k12.ca.us</p> <p>Keyshawn Marshall Payroll Benefits Specialist (PERS) Phone: 643-7901 E-Mail: keyshado@sac-city.k12.ca.us</p>
Personal Necessity (PN)	Payroll	How many days of PN does a person get?	PN comes out of your sick leave hours, and you are only allowed to use nine days as PN per fiscal year. The amount in hours is your work hours times nine days = total hours deducted from sick leave.	Refer to School and Department Listings for Payroll Services.
Probationary Period	Personnel	How long is a probationary period?	Classified non-management 1 year Certificated non-management 2 years Classified management..... 1 year Certificated management..... 2 years	Refer to School and Department Listings for Human Resource Services. <u>Management, Confidential and Non-Represented Supervisors:</u> Kim Hebert (All Teams) Administrative Assistant Phone: 643-7474 E-Mail: kimh@sac-city.k12.ca.us

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Retirement	Payroll	I'm considering retirement. Who should I contact?	Contact the Retirement Team. Need a form? Please refer to PSL-F008 via the district's web page, www.scusd.edu under Human Resources, Documents.	Michelle Du Patty (STRS) Lead Payroll Technician Phone: 643-9064 E-Mail: Michele-DuPaty@sac-city.k12.ca.us Keyshawn Marshall Payroll Benefits Specialist (PERS) Phone: 643-7901 E-Mail: keyshado@sac-city.k12.ca.us
Salary Class Changes	Personnel	How many units do I have on file to move to the next column on the teacher's salary schedule?	Contact Team Personnel Technician II who records education (transcripts) and experience.	Refer to School and Department Listings for Human Resource Services.
Salary Class and Step	Personnel	If I would like to know what salary class and step I am currently placed on, whom would I call?	Contact Team Personnel Technician II.	Refer to School and Department Listings for Human Resource Services.
Sick Leave and Vacation	Payroll	How much sick leave and vacation do I earn or have to date?	Sick leave and vacation balances are recorded on your pay warrant and represent the previous month's leave activity.	Refer to School and Department Listings for Payroll Services.

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Sick Leave and Vacation: Donating to Other Employees	Personnel	What is the policy on donating sick leave or vacation to another district employee?	<p>An employee may opt to donate <u>sick leave</u> hours, stipulating in writing, to another employee that is on catastrophic leave, which must be approved by Human Resource Sources. However, SEIU and CSA members can donate to the catastrophic leave donation pool (same bargaining unit) according to the agreement and donation period. Refer to your bargaining unit agreement.</p> <p>Employees in the <u>same</u> union may transfer <u>vacation</u> hours to another, if stipulated in writing to Attention: Team Human Resource Services Analyst OR Recruitment and Selection Specialist, Human Resource Services.</p> <p><u>PSL-F224</u> Confidential Employee Donation Form for Catastrophic Leave</p> <p><u>PSL-F232</u> CSA Catastrophic Leave Request</p> <p><u>PSL-F233</u> CSA Donation Form for Catastrophic Leave</p> <p><u>PSL-F223</u> Non-Represented Management Donation Form for Catastrophic Leave</p> <p><u>PSL-F222</u> Non-Represented Supervisor Donation Form for Catastrophic Leave</p> <p><u>PSL-F220</u> SCTA Donation Form for Catastrophic Leave</p> <p><u>PSL-F207</u> SEIU Catastrophic Leave Request</p> <p><u>PSL-F208</u> SEIU Donation Form for Catastrophic Leave</p> <p><u>PSL-F221</u> Superintendent's Cabinet Donation Form for Catastrophic Leave</p> <p>SCTA and UPE employees have to be on an approved catastrophic leave; same bargaining unit donations only.</p>	Refer to School and Department Listings for Human Resource Services.

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Sick Leave Transfer	Personnel	Can sick leave be transferred to or from another school district?	<p>SCUSD provides a Sick Leave Transfer Form for previous employer to verify. Sick leave transfers are only <u>within California</u>.</p> <p>Need a form? Please refer to <u>PSL-F063</u> via the district's web page, www.scusd.edu under Human Resources, Documents.</p>	<p>Christina Villegas HR Services/Labor Relations Asst Phone: 643-7488 E-Mail: Chrisvi@sac-city.k12.ca.us</p> <p>Monica Garland HR Services/Labor Relations Asst Phone: 643-9024 E-Mail: MonicaGa@sac-city.k12.ca.us</p> <p>OR Team Personnel Technician</p>
Staffing	Personnel	<p>Any questions on the following topics:</p> <ul style="list-style-type: none"> • Transfers • Reassignments • New Position • Closed Position • Replacement Position • Status Changes • Leaves • Terminations 	Contact Team Human Resource Services Analyst or Recruitment and Selection Specialist.	Refer to School and Department Listings for Human Resource Services.
Stipend Pay Athletic Coaches	Personnel	How much do athletic coaches get paid?	See Extra Pay for Extra Duty Salary Schedule on the district web page.	<p>Refer to School and Department Listings for Human Resource Services.</p> <p>Team 1: Sarah Perez, Brandon Lillard LSU B: Ruth Dixson, Kae Saefong LSU C: Barbara Collings, Bill Jaramillo</p>
STRS	Payroll	How do I contact STRS?	<p>State Teachers Retirement System (STRS) 1-(800) 228-5453 www.calstrs.ca.gov</p>	<p>Michelle Du Patty (STRS) Lead Payroll Technician Phone: 643-9064 E-Mail: Michele-DuPaty@sac-city.k12.ca.us</p> <p>Keyshawn Marshall Payroll Benefits Specialist (PERS) Phone: 643-7901 E-Mail: keyshado@sac-city.k12.ca.us</p>

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Testing Requirements	Personnel	Where do I go to be tested for bilingual and clerical positions?	Contact the Customer Service Specialists in Human Resource Services to schedule an appointment.	<p>Jackie Cervantes Customer Service Specialist Phone: 643-7456 or 643-9050 Email: Jackie-Cervantes@sac-city.k12.ca.us</p> <p>Lori Kane Customer Service Specialist Phone: 643-7455 or 643-9050 Email: Lori-Kane@sac-city.k12.ca.us</p> <p>Valerie Levin Customer Service Specialist Phone: 643-7400 or 643-9050 Email: Valerie-Levin@sac-city.k12.ca.us</p>
Transcripts/Units	Personnel	Who do I turn in my completed units to?	Contact Team Personnel Technician II.	Refer to School and Department Listings for Human Resource Services.
Tax-Sheltered Annuities	Payroll	Who do I contact to set up or revise a tax-sheltered annuity?	Contact the appropriate Fiscal Technician or Lead Payroll Technician as listed in the School or Department Assignments by Team to make arrangements for a tax-sheltered annuity.	Refer to School and Department Listings for Human Resource Services (Payroll).
Tax Withholding	Payroll	Who do I call regarding tax withholding?	Contact the appropriate Fiscal Technician or Lead Payroll Technician as listed in the School or Department Assignments by Team for questions on tax withholding.	Refer to School and Department Listings for Human Resource Services (Payroll).
Verification of Employment	Personnel	I am applying for a loan, mortgage, or rental agreement and an agency needs to verify my employment with the district. Who should they contact?	Verifications of employment are done through The Work Number.	The Work Number Phone: 1-800-367-5690 www.theworknumber.com
Waive Health Benefits	Benefits	May I waive my health benefits and receive money for waiving benefits?	<ul style="list-style-type: none"> SEIU employees may waive their health benefits if there is dual CalPERS coverage. If benefits are waived, you will not receive any money. Management employees may waive their CalPERS health benefits with proof of other group coverage. If benefits are waived, you will receive the balance of your stipend not used for purchasing benefits. SCTA employees are not eligible to waive their health benefits. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.

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W-2 Form	Payroll	Who do I contact to obtain a copy of my W-2 form?	<ul style="list-style-type: none">• Contact Payroll Services.	Refer to School and Department Listings for Human Resource Services (Payroll)

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