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## CALENDARS (PSL-P005)

Sacramento City Unified School District

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### 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to prepare employee work calendars.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Personnel Analyst

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 SCTA – Sacramento City Teacher Association (Certificated).
- 4.2 SEIU – Service Employees International Union (Classified).
- 4.3 UPE – United Professional Educators (Certificated).
- 4.4 TEAMSTERS – School Plant Operations Managers (Classified).
- 4.5 CSA – Classified Supervisors Association.
- 4.6 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.7 HRS—Human Resource Services.

### 5.0 PROCEDURE:

- 5.1 School Board Approval of student attendance calendars (days, holidays, etc.).
- 5.2 Make necessary adjustments to employee calendars for all work vacation groups.
- 5.3 Input changes to Escape – Payroll/Personnel system.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Board Policies – (SCUSD)
- 6.2 SCUSD student attendance calendars (Single Track, Traditional, Charter Schools)
- 6.3 CSUS - California State University, Sacramento (student calendar)
- 6.4 SCC – Sacramento City College (student calendar)
- 6.5 SCOE – Sacramento County Office of Education (student calendars, various sites)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee Calendars	File cabinet in HRS	3 years	Discard as Desired	Access Limited to HRS

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
01/20/05	A	Revised
10/08/07	B	Approval Authority department name change

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