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CERTIFICATED HIRING PROCESS (PSL-P009)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process of hiring certificated employees.

**2.0 RESPONSIBILITY:**

- 2.1 Analyst
- 2.2 Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 SCTA – Sacramento City Teachers Association (Certificated).
- 4.2 PR – Posting request.
- 4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.4 Iron Mountain Records Management (Iron Mountain) – Vendor that houses all of the Sacramento City Unified School Districts personnel employment records/files.
- 4.5 Warehouse – Location of very old personnel files.
- 4.6 Position Vacancy Requisition – Form used to request that a position be established and/or added into the ESCAPE System.
- 4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.8 Analyst—Personnel Analyst.
- 4.9 T.B—Tuberculosis test slip.

**5.0 PROCEDURE:**

- 5.1 Analyst receives posting request from site administrator due to resignation, retirement, leave of absence, or new position.
- 5.2 Analyst confirms vacancy is valid through authorized position control.
- 5.3 Position Vacancy Requisition is forwarded to the Personnel Technician to post vacancy per SCTA contract. (PSL-W031)
- 5.4 Credential Specialist retrieves the list of applicants that applied for the vacancy, screens applicants for required credentials, and forwards applicant list to Analyst. (PSL-W030)
- 5.5 Analyst reviews and refers the applicants to site administrator based on SCTA Contract (see Article 8 – Transfers Contract). (PSL-W030)
- 5.6 Analyst receives and reviews the recommendation from site administrator for job offer.

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- 5.7 Analyst or Personnel Technician III will offer the employment to the recommended applicant.
- 5.8 Analyst will prepare certificated contract and Benefits Authorization Form for new employee to sign.
- 5.9 New employees are given instruction on requirements necessary for employment, i.e., fingerprints, T.B. tests, orientation, etc. (pre-employment packet) (See PSL-W034)
- 5.10 When all paperwork is complete, Analyst will forward to Personnel Technician II for data entry and additional paperwork may be needed. (PSL-W020)

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Certificated SCTA Contract.
- 6.2 Posting Request.
- 6.3 Benefits Authorization Form. (see Benefits Office)
- 6.4 Certificated Contract.
- 6.5 Notice of Vacancy.
- 6.6 Tuberculosis Test Slip. (see Health Services)
- 6.7 Assignments with SCUSD Form (PSL-F028) (if applicable)
- 6.8 Pre-Employment Packet may include:
  - 6.8.1.1 Oath of Allegiance (PSL-F049)
  - 6.8.1.2 Fingerprint Requirements (PSL-F050, PSL-F051)
  - 6.8.1.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)
  - 6.8.1.4 Emergency Data (PSL-F053)
  - 6.8.1.5 Ethnic Origin Questionnaire (PSL-F054)
  - 6.8.1.6 Retirement Questionnaire (PSL-F055)
  - 6.8.1.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)
  - 6.8.1.8 Workers' Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)
  - 6.8.1.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)
  - 6.8.1.10 Substitute Profile Sheet (PSL-F059) (if applicable)
  - 6.8.1.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)

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6.8.1.12 Authorization for Electronic Money Transfer (PSL-F086)

6.8.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)

6.8.1.14 EEE form (External Form) (if applicable)

6.8.1.15 NEO form (PSL-F068)

6.8.1.16 Verification of Allied Experience (PSL-F017)

6.8.1.17 Verification of Teaching Experience (PSL-F022)

6.8.1.18 Title IX Grievance Review Request (PSL-F088)

6.8.2 Additional Paperwork (if applicable):

6.8.2.1 Certificated Transcript/Experience Evaluation Sheet (PSL-F023)

6.8.2.2 Contract for Employment as a Certificated Employee (PSL-F045, PSL-F046)

6.8.2.3 Contract for Temporary and/or Provisional Certificated Employment (Reduced) (PSL-047, PSL-F048)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Active employees from 2001 to present	Personnel file	Indefinitely	Discard as desired	BMI
Inactive employees from prior 2001	Personnel file	Indefinitely	Discard as desired	Iron Mountain and/or warehouse
Vacancy requisitions	Binder in file cabinet	3 years	Discard as desired	Secured area

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
12/18/06	B	External Form
10/08/07	C	Responsibility; Title change (Office Technician III to Personnel Tech. I) Approval Authority department name change

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