## PERSONNEL FRONT DESK (PSL-P41)

Sacramento City Unified School District

**1.0 SCOPE:** This procedure discusses the various processes used by the Human Resource Services counter.

#### 2.0 RESPONSIBILITY:

2.1 Customer Service Specialist

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

#### 3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

Signature Date

#### 4.0 DEFINITIONS:

- 4.1 Classified—employee that does not hold a credential and is not a teacher, however, they can be management, per Diem employees, substitutes, and or volunteers.
- 4.2 Per Diem employee—district employee that is going to be paid out a specific budget designated by the work site.
- 4.3 Certificated—employee that holds a credential and is a teacher, however, they can be management, substitutes, and/or volunteers.
- 4.4 Paperwork—Document(s) that the person brings into the HRS department to process.
- 4.5 Fingerprinting—Process in which the district does a background check for past criminal activity on future employees and/or volunteers.
- 4.6 HRS—Human Resource Services

#### 5.0 PROCEDURE:

- **5.1** Determine the reason why the employee is at the counter and/or verify the paperwork brought into the office:
  - **5.1.1** New Classified (see W033).
  - **5.1.2** New Certificated (see W034).
  - **5.1.3** New Per Diem employee (see W035).
  - **5.1.4** Change of Address (see W037).
  - **5.1.5** Fingerprinting (see W041).
  - **5.1.6** Volunteers (see W040).
- **5.2** Once all paperwork is submitted, it is processed (see W039.)
- **5.3** Calls on verification of employment (see W038.)
- **5.4** Security for the front desk (see W042 and W043.)
- **5.5** Packages delivered (see W044.)
- **5.6** Telephone calls (see W36.)

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## **6.0 ASSOCIATED DOCUMENTS:**

6.1 Paperwork (many forms that an employee may need to fill out and are defined within each working instruction).

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	Retention	<b>Disposition</b>	<u>Protection</u>
Paperwork	Assigned HRS suspend file(s)	Personnel File	Discard as Desired	Access Limited to HRS

# **8.0 REVISION HISTORY:**

Date:	Rev.	<b>Description of Revision:</b>
12/03/04	Α	Initial Release
10/08/07	В	Approval Authority department name change

\*\*\*End of procedure\*\*\*

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