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REQUISITION FOR PER DIEM PERSONNEL/CERTIFICATED ADULT  
EDUCATION (PSL-W011)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction discusses the process by which we pay certificated Adult Education Teachers an hourly rate for duties performed.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician II

**3.0 APPROVAL AUTHORITY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 3.1 Director of Human Resource Services
- 3.2 Supervisor III, Personnel

**4.0 DEFINITIONS:**

- 4.1 P/D Requisition – Requisition for Per Diem Personnel is an authorization form for work performed on an “as needed” basis.
- 4.2 SCUSD—Sacramento City Unified School District
- 4.3 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.
- 4.4 HRS—Human Resource Services

**5.0 WORK INSTRUCTIONS:**

- 5.1 P/D requisition is received from site.
- 5.2 Review P/D requisition for completion of form.
- 5.3 Contact site for more information, if needed.
- 5.4 Send P/D requisition to Budget Services for Budget approval.
- 5.5 Receive approved P/D requisition from Budget.
- 5.6 Determine salary schedule, class, and step.
  - 5.6.1 New Adult Education Teachers
    - 5.6.1.1 “R1” Salary Schedule – Hourly Adult Education Teachers Salary Schedule – This salary schedule is used to pay an hourly rate for teachers working for the first time after 4/30/87. Prior experience cannot be used for salary placement. Hourly Adult Education teachers can only be placed at Class H-1 or H-2 depending upon transcript evaluation.
    - 5.6.1.2 “R” Salary Schedule – Adult Education Teachers Salary Schedule – This salary schedule is used to pay the per session hourly rate per SCTA contract 5.12.1 for teachers hired prior to 5/1/87 and who actually provided adult education services during the period 9/1/86-4/30/87.

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5.6.2 Current Adult Education Teachers

5.6.2.1 Determine class and step by reviewing Adult Education Salary Card or previous add-on Record.

5.7 Input data into Escape add-on record.

5.8 Input data on the Adult Education Salary Card to maintain record for tracking assignments, step increments, COLA, permanency, and degree plus excess units.

5.8.1 Create salary card for new employee.

5.9 Determine eligibility for Health Insurance.

5.9.1 Adult Education teachers who are assigned 15 or more hours per week for one or more semesters are eligible for health insurance (SCTA contract, 13.9.7.)

5.9.2 Determine eligibility, complete Insurance Benefits Authorization Form, notify employee to contact Employee Benefits Office.

5.10 Determine class and/or step changes at the end of a fiscal year.

5.10.1 Teachers who have completed 810 hours in a fiscal year or 1050 cumulative hours will be eligible for one step increment (SCTA contract, Section 12.7.3.)

5.11 Adult Education Permanency

5.11.1 The requirements to attain permanency; must work 18 hours per week serving 75% of two consecutive years.

5.11.2A teacher having attained permanency must have a bachelor's degree plus 30 semester units or more in order to move to Class H-3.

5.12 Sign and file P/D requisition.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Requisition for Per Diem Personnel. (PSL-F003)

6.2 Transcripts (external document from the University and/or College)

6.3 Salary Card (PSL-F098)

6.4 Union Contracts for certificated employee (available on the SCUSD Internet).

6.5 Salary schedules (Available in the SCUSD Internet and Intranet).

6.6 Work calendars (available in Escape).

**7.0 ASSOCIATED SOFTWARE:**

7.1 ESCAPE

7.2 EXCEL

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**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition for Per Diem Personnel	File Cabinet in HRS	3 Years	Discard as desired	Access limited to HRS

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
1/24/08	B	Approval Authority department name change Revisions to working instruction and associated documents

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