
REQUISITION FOR PER DIEM PERSONNEL/CERTIFICATED OTHER
(PSL-WO12)
Sacramento City Unified School District

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

1.0 SCOPE:

- 1.1 This work instruction discusses the process by which we pay certificated employees for duties performed other than contract service such as: “Intersession/Summer School, SB813 Counselors, Contract Hourly Rate, Contract Daily Rate, and Temporary Administrators.”

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II

Approved signature on file

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Technician II
- 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 SB813—Senate Bill 813
- 4.3 HRS—Human Resource Services
- 4.4 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.

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 Office for Budget approval.
- 5.5 Receive approved P/D requisition from Budget.
- 5.6 Determine appropriate add-on code and rate of pay for the following:
 - 5.6.1 Intersession/Summer School Teachers rate is on the “T” salary schedule.
 - 5.6.2 SB813 Counselors
 - 5.6.2.1 Middle school counselors are paid the Per Session rate from the “T” or “TM” salary schedule based on Class and Step.
 - 5.6.2.2 High school counselors’ hourly rate is determined and provided from the appropriate Learning Support Unit to HRS.

REQUISITION FOR PER DIEM PERSONNEL/CERTIFICATED OTHER
(PSL-WO12)
Sacramento City Unified School District

5.6.3 Contract Hourly Rate is paid if required duties are MANDATORY.

5.6.3.1 K-12 Teachers are paid the contract hourly rate from the “T” or “TM” salary schedule, provided the contract hourly rate is more than the Per Session rate.

5.6.3.2 Psychologists, Program Specialists, or Social Workers are paid their contract hourly rate on the “S” or “S1” salary schedule.

5.6.3.3 Children Center Teachers are paid their contract hourly rate from the “P” salary schedule.

5.6.4 Contract Daily Rate is paid if required duties are MANDATORY and the Requisition for Per Diem Personnel is requesting employee to be paid daily.

5.6.5 Temporary Administrator

5.6.5.1 Paid contract daily rate or contract hourly rate according to the position they are filling.

5.7 Input data into Escape add-on record.

5.8 Sign and file P/D requisition, which is now available in Escape for payment via Per Diem Time Report submitted from sites to Payroll Services.

6.0 ASSOCIATED DOCUMENTS:

6.1 Requisition for Per Diem Personnel (PSL-F003)

6.2 Escape Records (Those listed below are available in Escape).

6.2.1 add-on record

6.3 Union Contracts (Available on the SCUSD Internet).

6.3.1 SCTA – Sacramento City Teachers Association (certificated)

6.3.2 UPE - United Professional Educators

6.4 Salary schedules (Available on the SCUSD Internet and Intranet).

6.5 Work calendars (Documentation is available in Escape).

7.0 ASSOCIATED SOFTWARE:

7.1 ESCAPE

8.0 RECORD RETENTION TABLE:

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

REQUISITION FOR PER DIEM PERSONNEL/CERTIFICATED OTHER
(PSL-WO12)
Sacramento City Unified School District

Personnel

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release

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