
REQUISITIONS FOR PER DIEM PERSONNEL/CLASSIFIED (PSL-W016)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process by which we pay classified employees for duties performed other than contract service such as: Temporary Assignments, Student Workers, Morning/Noon Duties, Bus Drivers/Attendants and Extra Hours.

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

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 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 FTE – Full Time Equivalent
- 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 appropriate add-on code and rate of pay for the following:
 - 5.6.1 Extra Hours
 - 5.6.2 Working additional hours (same as Board Approved position.)
 - 5.6.3 Verify job classification is less than full time. (If full time, employee is paid from a Labor Statement.)
 - 5.6.4 Working additional hours in a different classification.
 - 5.6.5 Verify job classification is less than full time. (If full time, employee is paid from a Labor Statement.)

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5.6.6 Short Term Temporary assignment (Salary Schedule C-3) such as Student Workers, Morning/Noon/Bus Duty, Child Sitters, Block Parents, Enrichment Paraprofessionals, On-call Bus Drivers/Attendants)

5.6.6.1 Extra Curricular Activities (Salary Schedule C-3) such as Ticket Takers, Game Security, Time Keepers.

5.6.7 Extra Pay for Extra Duty Salary Schedule

5.6.7.1 Determine if Classified or Certificated employee.

5.6.7.2 Determine Category A, B, C, D, or E.

5.6.7.3 Determine percent of stipend.

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.

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 SEIU - Service Employees International Union (classified)

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 Personnel	File Cabinet in HRS	3 Years	Discard as desired	Access limited to HRS

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9.0 REVISION HISTORY:

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

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