

---

VACANCY REQUISITIONS/EARLY RETIREMENT INCENTIVE (PSL-WO25)  
Sacramento City Unified School District

---

**1.0 SCOPE:**

- 1.1 This work instruction is the process by which contract employees request an Early Retirement Incentive.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician II

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
- 3.2 Associate Superintendent, Human Resource Services

**4.0 DEFINITIONS:**

- 4.1 Vacancy Requisition – Authorization form for Board approved positions
- 4.2 Assoc. Supt. – Associate Superintendent, Human Resource Services
- 4.3 Director – Director of Personnel
- 4.4 Analyst – Personnel Analyst
- 4.5 ERI – Early Retirement Incentive is a reduction of workload from full time to part time as requested by the employee. (Education Code Section 44922 and 22724).
- 4.6 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.7 STRS – State Teacher's Retirement System
- 4.8 BMI – BMI Imaging System is a company of Online Technology Group (OTG).

**5.0 WORK INSTRUCTIONS:**

- 5.1 Vacancy requisition is received from Analyst, Director, or Assoc. Supt.
- 5.2 Review requisition for completion of form. Check to see if all paperwork is complete utilizing the Checklist of Forms (for new employees).
- 5.3 Input data into Escape tracking record.
- 5.4 Close Escape add-on STRS retirement record.
- 5.5 Open new Escape add-on STRS retirement record
- 5.6 Enter transaction on payroll update sheet.
- 5.7 Distribute to Payroll: payroll update sheet.
- 5.8 Distribute to Employee Benefits Office: payroll update sheet.

---

VACANCY REQUISITIONS/EARLY RETIREMENT INCENTIVE (PSL-WO25)  
Sacramento City Unified School District

---

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Vacancy Requisition (requisition is available in Escape).
- 6.2 Payroll Update Sheet. (PSL-F061)
- 6.3 Escape Records (those listed below are available in Escape).
  - 6.3.1 Tracking Record.
  - 6.3.2 STRS Retirement add-on Record.
- 6.4 Union Contracts (available on the SCUSD Internet).
  - 6.4.1 SCTA – Sacramento City Teachers Association (certificated)

**7.0 ASSOCIATED SOFTWARE:**

- 7.1 ESCAPE
- 7.2 BMI
- 7.3 MS WORD

**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vacancy Requisition	Personnel File	Indefinitely	Discard as desired	Secured BMI Scanner Company

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

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