
VACANCY REQUISITIONS/NEW AND REEMPLOYED (PSL-W026)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is the process by which we hire new or previously employed personnel.

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 STRS – State Teachers Retirement System
- 4.3 Assoc. Supt. – Associate Superintendent, Human Resource Services
- 4.4 Director – Director of Personnel
- 4.5 Analyst – Personnel Analyst
- 4.6 AESD-1 Form – CALPERS (California Public Retirement System) Member Action Request Form notifies CALPERS regarding employee benefits and retirement status.
- 4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.8 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.9 SCUSD—Sacramento City Unified School District.
- 4.10 SearchSoft—On-line applicant tracking system.

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). Along with the SearchSoft application.
- 5.3 Input data into Escape records: personnel, employment, health, tracking, education, termination, and/or evaluation.
- 5.4 Input data into Escape Add-on records: pay cycle, retirement, health stipend, doctorate stipend, in-service stipend, mileage stipend, and/or expenses stipend.
- 5.5 Input data on SCUSD Assignment form (new employees.)
- 5.6 Enter transaction on payroll update sheet.

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- 5.7 Prepare AESD-1 form (if applicable.)
- 5.8 Distribute to Payroll Services:
 - 5.8.1 Tax forms, payroll update sheet, authorization for electronic money transfer, retirement questionnaire, STRS Permission Membership, and/or fingerprinting form.
- 5.9 Distribute to Employee Benefits Office: payroll update sheet, workers' compensation reporting form, AESD-1 form (if applicable.)
- 5.10 Classified:
 - 5.10.1 Evaluate transcripts for career lattice.
 - 5.10.2 When transcripts are received, evaluate them on the classified transcript/longevity evaluation Worksheet.
- 5.11 Certificated:
 - 5.11.1 Evaluate transcripts and experience for salary placement.
 - 5.11.2 Transcripts must be received within sixty days from date of hire.
 - 5.11.3 Verification of teaching experience form(s) and verification of allied experience form(s) must be received within ninety days from date of hire.
 - 5.11.4 When transcript(s) and experience form(s) are received, evaluate them on the Certificated Transcript/Experience Evaluation Worksheet.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vacancy Requisition (requisition is available in Escape).
- 6.2 Application of Employment (application is available in SearchSoft).
- 6.3 Check List of Form(s) (PSL-F064, PSL-F065, and/or PSL-F066) and the documents needed to fill out may be:
 - 6.3.1.1 Oath of Allegiance (PSL-F049)
 - 6.3.1.2 Fingerprint Requirements (PSL-F050, PSL-F051)
 - 6.3.1.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)
 - 6.3.1.4 Emergency Data (PSL-F053)
 - 6.3.1.5 Ethnic Origin Questionnaire (PSL-F054)
 - 6.3.1.6 Retirement Questionnaire (PSL-F055)
 - 6.3.1.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)

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- 6.3.1.8 Workers' Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)
- 6.3.1.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)
- 6.3.1.10 Substitute Profile Sheet (PSL-F059) (if applicable)
- 6.3.1.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)
- 6.3.1.12 Authorization for Electronic Money Transfer (PSL-F086)
- 6.3.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)
- 6.3.1.14 EEE form (External Form) (if applicable)
- 6.3.1.15 NEO form (PSL-F068)
- 6.3.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 6.3.1.17 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22) (if applicable)
- 6.3.1.18 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)
- 6.3.1.19 Title IX Grievance Review Request (PSL-F088)
- 6.4 Assignments with SCUSD Form. (PSL-F028)
- 6.5 Payroll Update Sheet Form. (PSL-F061)
- 6.6 Tax Forms. (outside forms)
- 6.7 STRS Permissive Membership Form. (outside form)
- 6.8 AESD-1 Form. (outside form)
- 6.9 Certificated Transcript/Experience Evaluation Worksheet. (PSL-F023) (if applicable)
- 6.10 Classified Transcript/Longevity Evaluation Worksheet. (PSL-F024) (if applicable)
- 6.11 Escape Records (those listed below are available in Escape).
 - 6.11.1 Personnel Record
 - 6.11.2 Employment Record
 - 6.11.3 Tracking Record
 - 6.11.4 Health Record
 - 6.11.5 Education Record

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- 6.11.6 Career Lattice Record
- 6.11.7 Termination Record
- 6.11.8 Bargaining Unit Record
- 6.11.9 Pay cycle add-on Record
- 6.11.10 Retirement add-on Record
- 6.11.11 Health Stipend add-on Record
- 6.11.12 Doctorate add-on Record
- 6.11.13 Mileage add-on Record
- 6.11.14 Expense add-on Record
- 6.12 Union Contracts (available on the SCUSD Internet).
 - 6.12.1 SCTA – Sacramento City Teachers Association (certificated)
 - 6.12.2 SEIU - Service Employees International Union (classified)
 - 6.12.3 UPE - United Professional Educators
 - 6.12.4 Teamsters - School Plant Operations Managers (SPOM)
 - 6.12.5 CSA – Classified Supervisors Association
- 6.13 Salary schedules (available on the SCUSD Internet and Intranet).
- 6.14 Work calendars (available in Escape).
- 6.15 CALPERS/PERS – Public Employee Retirement System Procedure Manual (Manual is available in Personnel or Payroll).
- 6.16 STRS – State Teachers Retirement System Procedure Manual. (outside source)
- 6.17 American Universities and Colleges Reference Book. (outside source)

7.0 ASSOCIATED SOFTWARE:

- 7.1 ESCAPE
- 7.2 BMI
- 7.3 SearchSoft
- 7.4 MS WORD
- 7.5 MS EXCEL
- 7.6 SCUSD Intranet

8.0 RECORD RETENTION TABLE:

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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vacancy Requisition and Personnel File	Scanned into 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
12/18/06	B	External form
10/08/07	C	Approval Authority department name change

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