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# VACANCY REQUISITION/REASSIGN/TRANSFER (PSL-W027)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This work instruction is the process by which active contract employees are reassigned to a different job classification/transferred to another location.

## 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.
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## 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 Services
- 4.5 Analyst – Personnel Analyst
- 4.6 Escape System: Software and program used to maintain and that holds all of the transactions made on all district employee's employment record(s).
- 4.7 BMI – Imaging System is a company of OTG (Online Technology Group).
- 4.8 Union Contracts—See associated documents below.

## 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 employment record and tracking record.
- 5.4 Input data into Escape Add-on pay cycle record.
- 5.5 Enter transaction on payroll update sheet.
- 5.6 Distribute to Payroll: payroll update sheet.
- 5.7 Distribute to Employee Benefits Office: payroll update sheet.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vacancy Requisition (Requisition is available in Escape).
- 6.2 Payroll Update Sheet Form. (PSL-F061)

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- 6.3 Escape Records (those listed below are available in Escape).
  - 6.3.1 Employment Record
  - 6.3.2 Tracking Record
  - 6.3.3 Pay cycle add-on Record
- 6.4 Union Contracts (available on the SCUSD Internet).
  - 6.4.1 SCTA – Sacramento City Teachers Association (certificated)
  - 6.4.2 SEIU - Service Employees International Union (classified)
  - 6.4.3 UPE - United Professional Educators
  - 6.4.4 Teamsters - School Plant Operations Managers (SPOM)
  - 6.4.5 CSA – Classified Supervisors Association
- 6.5 Salary schedules (available on the SCUSD Internet and Intranet).
- 6.6 Work calendars (available in Escape).
- 6.7 Check List of Form(s) (PSL-F064, PSL-F065, and/or PSL-F066) and the documents needed to fill out may be:
  - 6.7.1.1 Oath of Allegiance (PSL-F049)
  - 6.7.1.2 Fingerprint Requirements (PSL-F050, PSL-F051)
  - 6.7.1.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)
  - 6.7.1.4 Emergency Data (PSL-F053)
  - 6.7.1.5 Ethnic Origin Questionnaire (PSL-F054)
  - 6.7.1.6 Retirement Questionnaire (PSL-F055)
  - 6.7.1.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)
  - 6.7.1.8 Workers' Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)
  - 6.7.1.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)
  - 6.7.1.10 Substitute Profile Sheet (PSL-F059) (if applicable)
  - 6.7.1.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)
  - 6.7.1.12 Authorization for Electronic Money Transfer (PSL-F086)

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- 6.7.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)
- 6.7.1.14 EEE form (External Form) (if applicable)
- 6.7.1.15 NEO form (PSL-F068)
- 6.7.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 6.7.1.17 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22)
- 6.7.1.18 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)
- 6.7.1.19 Title IX Grievance Review Request (PSL-F088)

6.8 Assignments with SCUSD Form. (PSL-F028)

6.9 Tax Forms. (outside forms)

6.10 STRS Permissive Membership Form. (outside form)

6.11 AESD-1 Form. (outside form)

6.12 Certificated Transcript/Experience Evaluation Worksheet. (PSL-F023)

6.13 Classified Transcript/Longevity Evaluation Worksheet. (PSL-F024)

**7.0 ASSOCIATED SOFTWARE:**

7.1 ESCAPE

7.2 BMI

**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vacancy Requisition	Employee 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

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