
VACANCY REQUISITIONS/STATUS CHANGE (PSL-W028)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is the process by which contract employees receive a job permanency or FTE change.

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 FTE – Full Time Equivalent.
- 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 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 and check to see if all paperwork is complete utilizing the Checklist of Forms (for new employees.) (see PSL-P041)
- 5.3 Input data into Escape records: employment, tracking, termination (if applicable).
- 5.4 Input data into Escape add-on records: pay cycle (if applicable.)
- 5.5 Enter transaction on payroll update sheet.
- 5.6 Prepare AESD-1 form (if applicable.)
- 5.7 Distribute to Payroll Services:
 - 5.7.1 Payroll update sheet.
- 5.8 Distribute to Employee Benefits Office:

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5.8.1 Payroll update sheet, AESD-1 form (if applicable.)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vacancy Requisition (Requisition is available in Escape)
- 6.2 Check List of Form(s) (PSL-F064, PSL-F065, and/or PSL-F066) and the documents needed to fill out may be:
 - 6.2.1.1 Oath of Allegiance (PSL-F049)
 - 6.2.1.2 Fingerprint Requirements (PSL-F050, PSL-F051)
 - 6.2.1.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)
 - 6.2.1.4 Emergency Data (PSL-F053)
 - 6.2.1.5 Ethnic Origin Questionnaire (PSL-F054)
 - 6.2.1.6 Retirement Questionnaire (PSL-F055)
 - 6.2.1.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)
 - 6.2.1.8 Workers' Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)
 - 6.2.1.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)
 - 6.2.1.10 Substitute Profile Sheet (PSL-F059) (if applicable)
 - 6.2.1.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)
 - 6.2.1.12 Authorization for Electronic Money Transfer (PSL-F086)
 - 6.2.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)
 - 6.2.1.14 EEE form (External Form) (if applicable)
 - 6.2.1.15 NEO form (PSL-F068)
 - 6.2.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
 - 6.2.1.17 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22)
 - 6.2.1.18 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)
 - 6.2.1.19 Title IX Grievance Review Request (PSL-F088)
- 6.3 Assignments with SCUSD Form. (PSL-F028)

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- 6.4 Tax Forms. (outside forms)
- 6.5 STRS Permissive Membership Form. (outside form)
- 6.6 Certificated Transcript/Experience Evaluation Worksheet. (PSL-F023)
- 6.7 Classified Transcript/Longevity Evaluation Worksheet. (PSL-F024)
- 6.8 Payroll Update Sheet Form. (PSL-F061)
- 6.9 AESD-1 Form. (outside form)
- 6.10 Escape Records. (those listed below are available in Escape)
 - 6.10.1 Tracking Record
 - 6.10.2 Pay cycle add-on Record
- 6.11 Union Contracts (Available on the SCUSD Internet).
 - 6.11.1 SCTA – Sacramento City Teachers Association (certificated)
 - 6.11.2 SEIU - Service Employees International Union (classified)
 - 6.11.3 UPE - United Professional Educators
 - 6.11.4 Teamsters - School Plant Operations Managers (SPOM)
 - 6.11.5 CSA – Classified Supervisors Association
- 6.12 Work calendars (documentation is available in Escape).
- 6.13 STRS – State Teachers Retirement System Procedure Manual (Manual is available in Personnel or Payroll)
- 6.14 CALPERS/PERS – Public Employee Retirement System Procedure Manual (Manual is available in Personnel or Payroll)

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	Employee Personnel File	Indefinitely	Discard as desired	Secured BMI Scanner Company

9.0 REVISION HISTORY:

Date: Rev. Description of Revision:

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12/03/04	A	Initial release
12/18/06	B	External form
10/08/07	C	Approval Authority department name change

*** End of procedure ***