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# VACANCY REQUISITIONS/SHORT AND LONG TERM TEMPORARY (PSL-WO29)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This work instruction discusses the process by which employees are hired Short Term Temporary or Long Term Temporary.

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

- 2.1 Personnel Technician II

## 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 Services.
- 4.4 Analyst – Personnel Analyst.
- 4.5 AESD-1 Form – CALPERS (California Public Retirement System) Member Action Request Form notifies CALPERS regarding employee benefits and retirement status.
- 4.6 STT – Short Term Temporary Employee means any person who is employed to perform a service for a period of less than six (6) months.
- 4.7 LTT – Long-Term Temporary employee means any person who is employed to perform a service for a limited term of employment neither less than six (6) months nor more than 194 days.
- 4.8 STRS – State Teacher Retirement System.
- 4.9 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.10 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.11 Checklist of Forms – In the new employment packet there is a list of documents that are checked-off for the new employee to fill out.
- 4.12 PERS- Public Employee Retirement 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.)

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- 5.3 New employee, see PSL-P12 Section 5.7.
- 5.4 Input data into Escape records: personnel, employment, health, tracking, or termination.
  - 5.4.1 STT – Input STT add-on and retirement record (if applicable.)
  - 5.4.2 LTT – Input pay cycle and retirement record (if applicable) such as STRS and PERS.
    - 5.4.2.1 Refer to Union Contract (if applicable.)
- 5.5 Enter transaction on payroll update sheet.
  - 5.5.1 Enter on top of form:
    - 5.5.1.1 Certificated/classified employee
    - 5.5.1.2 Name of person submitting form
    - 5.5.1.3 Date to payroll
    - 5.5.1.4 Pay cycle
  - 5.5.2 Enter transaction for each person:
    - 5.5.2.1 Name of employee
    - 5.5.2.2 Social security number
    - 5.5.2.3 Work location code/work calendar
    - 5.5.2.4 If new employee
    - 5.5.2.5 Transfer
    - 5.5.2.6 Separation
    - 5.5.2.7 Leave of Absence
    - 5.5.2.8 Other transaction
    - 5.5.2.9 Effective date
    - 5.5.2.10 Comments
    - 5.5.2.11 See Payroll work instruction
- 5.6 Prepare AESD-1 form (if applicable.)
  - 5.6.1 See work instruction (PSL-W002.)
- 5.7 Distribute to Payroll Services the white copy of the payroll update sheet to initiate payroll processing.
- 5.8 Distribute to Employee Benefits Office the pink copy of the payroll update sheet.

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- 5.9 Distribute to Employee Benefits the AESD-1 form (if applicable) to establish employees benefits.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Vacancy Requisition (requisition is available in Escape).
- 6.2 Payroll Update Sheet Form. (PSL-F061)
- 6.3 AESD-1 Form. (outside form)
- 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 CALPERS/PERS – Public Employee Retirement System Procedure Manual (manual is available in Personnel Services or Payroll Services)
- 6.8 STRS – State Teachers Retirement System Procedure Manual (manual is available in Personnel Services or Payroll Services)
- 6.9 Check List of Form(s) (PSL-F064, PSL-F065, and/or PSL-F066) and the documents needed to fill out may be:
  - 6.9.1.1 Oath of Allegiance (PSL-F049)
  - 6.9.1.2 Fingerprint Requirements (PSL-F050, PSL-F051)
  - 6.9.1.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)
  - 6.9.1.4 Emergency Data (PSL-F053)
  - 6.9.1.5 Ethnic Origin Questionnaire (PSL-F054)
  - 6.9.1.6 Retirement Questionnaire (PSL-F055)
  - 6.9.1.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)
  - 6.9.1.8 Workers' Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)

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- 6.9.1.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)
- 6.9.1.10 Substitute Profile Sheet (PSL-F059) (if applicable)
- 6.9.1.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)
- 6.9.1.12 Authorization for Electronic Money Transfer (PSL-F086)
- 6.9.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)
- 6.9.1.14 EEE form (External Form) (if applicable)
- 6.9.1.15 NEO form (PSL-F068)
- 6.9.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 6.9.1.17 Ethnic Origin Questionnaire Form. (PSL-F054)
- 6.9.1.18 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22)
- 6.9.1.19 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)
- 6.9.1.20 Title IX Grievance Review Request (PSL-F088)
- 6.10 Assignments with SCUSD Form. (PSL-F028)
- 6.11 Tax Forms. (outside forms)
- 6.12 STRS Permissive Membership Form. (outside form)
- 6.13 AESD-1 Form. (outside form)
- 6.14 Certificated Transcript/Experience Evaluation Worksheet. (PSL-F023)
- 6.15 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	Personnel File	Indefinitely	Discard as desired	Secured BMI Scanner Company

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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
12/18/06	B	External form
10/08/07	C	Approval Authority department name change

**\* \* \* E n d o f p r o c e d u r e \* \* \***