
PROCESSING CLASSIFIED EMPLOYEES (PSL-W033)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Working Instructions to process new classified employees Permanent or Substitute

2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services Signature _____ Date _____

4.0 DEFINITIONS:

- 4.1 TB—Tuberculosis test.
- 4.2 NEO—New Employee Orientation.
- 4.3 EEE—Employee Entrance Evaluation Candidate Authorization (Instruction/Directions) Form (Lifting test).
- 4.4 I.A.—Instructional Aide.
- 4.5 FSA—Food Service Assistant.
- 4.6 HRS—Human Resource Services.
- 4.7 Subs—Substitute/on-call employees.

5.0 PROCEDURE:

- 5.1 Determine if they are permanent or substitute:
 - 5.1.1 Locate their paper work in the suspend box for perm, or in the file for subs
 - 5.1.2 Have them fill out the fingerprint packet.
 - 5.1.3 Prepare pre-employment check list card, NEO, employee packet (blue for subs, green for permanent employees)
 - 5.1.4 You now give them the live scan form, fee voucher and the employee packet. Inform them that they need to bring a TB test dated to more than 60 days. Sign them in for NEO.
 - 5.1.5 There are certain position and/or departments that require a EEE: Custodian, I.A., FSA, Transportation and Operations. You must fill out the EEE form (see attached), sign and date it.
 - 5.1.6 Attach their application, rolling fee and fingerprint requirement to check list card. Make sure that you date and initial off what you gave the employee and the same of items that were returned by the employee
 - 5.1.7 File back to original location (suspend file).

6.0 ASSOCIATED DOCUMENTS:

PROCESSING CLASSIFIED EMPLOYEES (PSL-W033)

Sacramento City Unified School District

- 6.1 Fingerprint packet (Live scan). (PSL-F050, PSL-F051)
- 6.2 Processing packet:
 - 6.2.1 Employee Packet/ Information:
 - 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 Title IX Grievance Review Request (PSL-F088)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-------------------------------|----------------|------------------|--------------------|-----------------------------|
| Pre-Employment Checklist card | Suspend file | Until complete | To Personnel Tech | Access Limited to HRS staff |

8.0 REVISION HISTORY:

Date: Rev. Description of Revision:

PROCESSING CLASSIFIED EMPLOYEES (PSL-W033)

Sacramento City Unified School District

| | | |
|----------|---|---|
| 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 *****