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## PROCESSING CERTIFICATED EMPLOYEES (PSL-W034)

Sacramento City Unified School District

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### 1.0 SCOPE:

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

### 2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services
- 3.2 Associate Superintendent, Human Resource Services

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

- 4.1 TB – Tuberculosis slip with results.
- 4.2 NEO - New Employee Orientation.
- 4.3 New Employee packet—According to employee type, permanent or substitute, employee receives all the documents required to process for employment with the district; contains the Live Scan information, processing information, and checklist card.
- 4.4 Sub Office—Substitute Office that processes the district substitute employees.
- 4.5 HRS—Human Resource Services

### 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 New Employee Packet:
    - 5.1.2.1 You now give them the live scan form, fee voucher and the employee packet, yellow for subs and green for perm. Inform them that they need to bring a TB test dated to more than 60 days. Sign them up for NEO.
    - 5.1.2.2 You need to collect their paper work, which may include: C-Best, Credential, Transcripts, Resume and 3 Letters of Recommendation.
  - 5.1.3 Attach their application, rolling fee, fingerprint requirement and paper work to check list card or in their file. Note when there NEO date is.
  - 5.1.4 File back to original location; the suspend box

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Live scan packet
- 6.2 Fingerprint packet (Live scan). (PSL-F050, PSL-F051)
- 6.3 Pre-Employment Checklist (PSL-F072):

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- 6.3.1 Processing employee packet may Include:
  - 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)
  - 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 NEO form (PSL-F068)
  - 6.3.1.15 Contract for Employment as a Certificated Employee (PSL-F045, PSL-F046)
  - 6.3.1.16 Certificated Transcript/Experience Evaluation Sheet (PSL-F023)
  - 6.3.1.17 Contract for Temporary and/or Provisional Certificated Employment (Reduced) (PSL-047, PSL-F048)
  - 6.3.1.18 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 Check list	Suspend file located in HRS	Until all New Employee packet documents are complete	To Personnel Tech	Access to HRS

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Employee Packet	Suspend file located in HRS	Until all New Employee packet documents are complete	Sub Office	Access to HRS
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### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
12/18/06	B	Form Removal
10/08/07	C	Approval Authority department name change

**\*\*\* End of Procedure \*\*\***