Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is the process by which we hire new or previously employed personnel.

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 STRS State Teachers Retirement System
- 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 RS RS RS Cpprniaw oem

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

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- 5.7 Prepare AESD-1 form (if applicable.)
- 5.8 Distribute to Payroll Services:
 - 5.8.1 Tax forms, payroll update sheet, authorization for electronic money transfer, retirement questionnaire, STRS Permission Membership, and/or fingerprinting form.
- 5.9 Distribute to Employee Benefits Office: payroll update sheet, workers' compensation reporting form, AESD-1 form (if applicable.)
- 5.10 Classified:
 - 5.10.1 Evaluate transcripts for career lattice.
 - 5.10.2When transcripts are received, evaluate them on the classified transcript/longevity evaluation Worksheet.
- 5.11 Certificated:
 - 5.11.1 Evaluate transcripts and experience for salary placement.
 - 5.11.2Transcripts must be received within sixty days from date of hire.
 - 5.11.3 Verification of teaching experience form(s) and verification of allied experience form(s) must be received within ninety days from date of hire.
 - 5.11.4When transcript(s) and experience form(s) are received, evaluate them on the Certificated Transcript/Experience Evaluation Worksheet.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vacancy Requisition (requisition is available in Escape).
- 6.2 Application of Employment (application is available in SearchSoft).
- 6.3 Check List of Form(s) (PSL-F064, PSL-F065, and/or PSL-F066) and the documents needed to fill out may be:
 - 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)

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- 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 EEE form (External Form) (if applicable)
- 6.3.1.15 NEO form (PSL-F068)
- 6.3.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 6.3.1.17 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22) (if applicable)
- 6.3.1.18 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)
- 6.3.1.19 Title IX : AMCID 122a PS2a PS2a P 122a P0003 Tc -0. ETEMC /P AMCID 10 pmqMClu0.015 T

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