# VACANCY REQUISITION/REASIGN/TRANSFER (PSL-W027)
Sacramento City Unified School District

**1.0 SCOPE:**

1.1 This work instruction is the process by which active contract employees are reassigned to a different job classification/transferred to another location.

**2.0 RESPONSIBILITY:**

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

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 Services

4.5 Analyst – Personnel Analyst

4.6 Escape System: Software and program used to maintain and that holds all of the transactions made on all district employee's employment record(s).

4.7 BMI – Imaging System is a company of OTG (Online Technology Group).

4.8 Union Contracts—See associated documents below.

**5.0 WORK INSTRUCTIONS:**

5.1 Vacancy requisition is received from Analyst, Director, or Assoc. Supt.

6.7.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)

6.7.1.14 EEE form (External Form) (if applicable)

6.7.1.15 NEO form (PSL-F068)

6.7.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)

6.7.1.17 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22)

6.7.1.18 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)

6.7.1.19 Title IX Grievance Review Request (PSL-F088)

6.8 Assignments with SCUSD Form. (PSL-F028)

6.9 Tax Forms. (outside forms)

6.10 STRS Permissive Membership Form. (outside form)

6.11 AESD-1 Form. (outside form)

6.12 Certificated Transcript/Experience Evaluation Worksheet. (PSL-F023)

6.13 Classified Transcript/Longevity Evaluation Worksheet. (PSL-F024)

## 7.0 ASSOCIATED SOFTWARE:

7.1 ESCAPE

7.2 BMI

## 8.0 RECORD RETENTION TABLE:

| Identification | Storage | Retention | Disposition | Protection |
|---|---|---|---|---|
| Vacancy Requisition | Employee Personnel File | Indefinitely | Discard as desired | Secured BMI Scanner Company |

## 9.0 REVISION HISTORY:

| Date: | Rev. | Description of Revision: |
|---|---|---|
| 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 \* \* \***