
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:

