

# Section 3

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Key to Commonly Used ISO Person...



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**Human Resources**

POST

**Message From Jess Serna**  
Chief Human Resource Services Officer

Welcome to our Sacramento City Unified School District Human Resources Web Site. Our team of dedicated certificated, classified, and support staff are committed to **putting children first** and **improving the lives of our students**. Our mission, "Students graduate as globally competitive lifelong learners, prepared to succeed in a career and higher education institution of their choice to secure gainful employment and contribute to society," is imbedded in every aspect of our work. We hope you will consider being part of our dynamic team.

Contact HRS and Organization Chart

School Calendars

District Organization Chart (Revised 12-06-11)

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# Human Resource Services

## Personnel Forms

### Key to ISO Commonly Used Forms

**Access ISO Forms: SCUSD Internet, Human Resources, Documents**

#### Absence Reports

|                                      |          |               |
|--------------------------------------|----------|---------------|
| Certificated Employee Absence Report | PSL-F013 | Rev. A        |
| Employee Absence Report              | PSL-F012 | <b>Rev. C</b> |

#### Administrator Request for a New or Revised Position Description

|   |          |        |
|---|----------|--------|
| Administrator Request for a New or Revised Position Description | PSL-F212 | Rev. B |
|---|----------|--------|

#### Administrator Selection Panel

|   |          |        |
|---|----------|--------|
| Request to Participate on Administrator Selection Panel | PSL-F202 | Rev. B |
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#### Athletic Coach Packet

|                       |          |               |
|-----------------------|----------|---------------|
| Athletic Coach Packet | PSL-F176 | <b>Rev. B</b> |
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#### Authorization for Direct Deposit

|   |          |        |
|---|----------|--------|
| Authorization for Electronic Money Transfer | PSL-F086 | Rev. B |
|---|----------|--------|

#### Catastrophic Leave / Donation

|   |          |        |
|---|----------|--------|
| Confidential Employee Donation Form for Catastrophic Leave      | PSL-F224 | Rev. A |
| CSA Catastrophic Leave Request                                  | PSL-F232 | Rev. A |
| CSA Donation Form for Catastrophic Leave                        | PSL-F233 | Rev. A |
| Non-Represented Management Donation Form for Catastrophic Leave | PSL-F223 | Rev. A |

#### Catastrophic Leave / Donation (continued)

|   |          |        |
|---|----------|--------|
| Non-Represented Supervisor Donation Form for Catastrophic Leave | PSL-F222 | Rev. A |
| SCTA Donation Form for Catastrophic Leave                       | PSL-F220 | Rev. A |
| SEIU Catastrophic Leave Request                                 | PSL-F207 | Rev. A |
| SEIU Donation Form for Catastrophic Leave                       | PSL-F208 | Rev. B |
| Superintendent's Cabinet Donation Form for Catastrophic Leave   | PSL-F221 | Rev. A |

#### Customer Survey for Human Resource Services Department Only

|   |          |        |
|---|----------|--------|
| Human Resource Services Customer Survey | PSL-F189 | Rev. A |
|---|----------|--------|

#### Emergency Data

|                |          |        |
|----------------|----------|--------|
| Emergency Data | PSL-F053 | Rev. A |
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#### Employee Tuberculin Testing Questionnaire

|   |          |        |
|---|----------|--------|
| Employee Tuberculin Testing Questionnaire | PSL-F011 | Rev. B |
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#### Enrollment Class Report

|   |          |        |
|---|----------|--------|
| Elementary School Enrollment Class Report | PSL-F205 | Rev. A |
|---|----------|--------|

## Evaluations: Certificated Teacher (Content Standard)

|   |           |        |
|---|-----------|--------|
| Certificated Teacher (Content Standard) Pre-Evaluation Conference Record  | PSL-F106  | Rev. B |
| Documentation of Teacher Evaluation Process   | PSL-F106A | Rev. B |
| Certificated Teacher (Content Standard) <u>Option 1</u> Formative/Summary Evaluation  | PSL-F107A | Rev. C |
| Certificated Teacher (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting                        | PSL-F108A | Rev. B |
| Mild-Moderate Special Day Class Teacher (Content Standard) <u>Option 1</u> Formative/Summary Evaluation   | PSL-F107B | Rev. A |
| Mild-Moderate Special Day Class Teacher (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting     | PSL-F108B | Rev. A |
| Moderate-Severe Special Day Class Teacher (Content Standard) <u>Option 1</u> Formative/Summary Evaluation   | PSL-F107C | Rev. A |
| Moderate-Severe Special Day Class Teacher (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting   | PSL-F108C | Rev. A |
| Resource Specialist (Special Education-RSP) (Content Standard) <u>Option 1</u> Formative/Summary Evaluation                                       | PSL-F107D | Rev. A |
| Resource Specialist (Special Education-RSP) (Content Standard) <u>Option 2</u> Plans to Achieve Student Progress/Professional Growth Goal Setting | PSL-F108D | Rev. A |

## Evaluations: Certificated

|  |          |        |
|--|----------|--------|
| Evaluation: Athletic Director  | PSL-F109 | Rev. A |
| Evaluation: Behavior Intervention Specialist, Special Education Department | PSL-F110 | Rev. A |
| Evaluation: Child Welfare and Attendance Counselor                         | PSL-F111 | Rev. A |
| Evaluation: Children's Center Nurse  | PSL-F112 | Rev. A |
| Evaluation: Children's Center Teacher                                      | PSL-F113 | Rev. A |
| Evaluation: Clinician, Psychologist/Social Worker                          | PSL-F270 | Rev. A |
| Evaluation: Counselor  | PSL-F114 | Rev. A |
| Evaluation: Counselor, English Language Learner                            | PSL-F115 | Rev. B |
| Evaluation: Department Chairperson   | PSL-F116 | Rev. A |
| Evaluation: Diagnostic Teacher, Special Education                          | PSL-F117 | Rev. A |
| Evaluation: Drug, Alcohol, and Tobacco Education Specialist                | PSL-F118 | Rev. A |
| Evaluation: Educational Audiologist  | PSL-F119 | Rev. A |
| Evaluation: Employee Relations Liaison                                     | PSL-F120 | Rev. A |
| Evaluation: Head Teacher, Language, Speech and Hearing Specialist          | PSL-F121 | Rev. A |
| Evaluation: High School Mathematics Demonstration Teacher                  | PSL-F122 | Rev. A |
| Evaluation: Itinerant Teacher, Remedial Physical Education                 | PSL-F123 | Rev. A |
| Evaluation: Language, Speech and Hearing Specialist                        | PSL-F124 | Rev. A |
| Evaluation: Librarian  | PSL-F125 | Rev. A |
| Evaluation: Program Specialist, Adult Education                            | PSL-F126 | Rev. A |
| Evaluation: Program Specialist, Bilingual Education                        | PSL-F127 | Rev. A |

**Evaluations: Certificated (continued)**

|   |          |        |
|---|----------|--------|
| Evaluation: Program Specialist, Counseling  | PSL-F128 | Rev. A |
| Evaluation: Program Specialist, Designated Instruction Services, Communicatively Handicapped                | PSL-F129 | Rev. A |
| Evaluation: Program Specialist, Gifted and Talented Education   | PSL-F130 | Rev. A |
| Evaluation: Program Specialist, Nutrition Education Project   | PSL-F131 | Rev. A |
| Evaluation: Program Specialist, Recruitment and Retention of Females in Non-Traditional Vocational Programs | PSL-F132 | Rev. A |
| Evaluation: Program Specialist, Special Education   | PSL-F133 | Rev. A |
| Evaluation: Project Burger King Academy, Resource Teacher   | PSL-F134 | Rev. A |
| Evaluation: Project Facilitator California New Teacher Support  | PSL-F135 | Rev. A |
| Evaluation: Resource Specialist, Career Development and Vocational Assessment-DIS                           | PSL-F137 | Rev. A |
| Evaluation: Resource Specialist, Consolidated Programs  | PSL-F138 | Rev. A |
| Evaluation: Resource Teacher, Adult Basic Education   | PSL-F139 | Rev. A |
| Evaluation: Resource Teacher, American Indian Education   | PSL-F140 | Rev. A |
| Evaluation: Resource Teacher, Bilingual Program (Elementary)  | PSL-F141 | Rev. A |
| Evaluation: Resource Teacher, Compensatory Preschool and Parent Education                                   | PSL-F142 | Rev. A |
| Evaluation: Resource Teacher, Elementary  | PSL-F143 | Rev. A |

**Evaluations: Certificated (continued)**

|  |          |        |
|--|----------|--------|
| Evaluation: Resource Teacher, Gifted and Talented Education                                      | PSL-F144 | Rev. A |
| Evaluation: Resource Teacher, Magnet Assistance Grant  | PSL-F145 | Rev. A |
| Evaluation: Resource Teacher, Multilingual Education   | PSL-F146 | Rev. A |
| Evaluation: Resource Teacher, Secondary School (Middle and High)                                 | PSL-F147 | Rev. A |
| Evaluation: Resource Teacher, VAPAC (Visual and Performing Arts Centre)                          | PSL-F148 | Rev. A |
| Evaluation: Resource Teacher, Vocational Education (Career Education)                            | PSL-F149 | Rev. A |
| Evaluation: ROP (Regional Occupational Program) Counselor  | PSL-F150 | Rev. A |
| Evaluation: School Audiometrist  | PSL-F151 | Rev. A |
| Evaluation: School Nurse   | PSL-F152 | Rev. A |
| Evaluation: School Psychologist  | PSL-F153 | Rev. A |
| Evaluation: School Social Worker   | PSL-F154 | Rev. A |
| Evaluation: Severely Handicapped-Autistic Class Teacher, Special Education, Elementary-Secondary | PSL-F155 | Rev. A |
| Evaluation: Special Class Teacher, SOL/Aphasic   | PSL-F157 | Rev. A |
| Evaluation: Special Project Teacher, Adult Education   | PSL-F158 | Rev. A |
| Evaluation: Teacher, Aurally Handicapped   | PSL-F159 | Rev. A |
| Evaluation: Teacher, Driver Training   | PSL-F160 | Rev. A |
| Evaluation: Teacher, Orthopedically Handicapped (Physically Handicapped)                         | PSL-F161 | Rev. A |
| Evaluation: Teacher, Parent-Preschool Education  | PSL-F162 | Rev. A |

### Evaluations: Certificated (continued)

|  |          |        |
|--|----------|--------|
| Evaluation: Teacher, Pregnant Minors                               | PSL-F163 | Rev. A |
| Evaluation: Teacher, Visually Handicapped (Physically Handicapped) | PSL-F165 | Rev. A |
| Evaluation: Teacher, Vocational Center                             | PSL-F166 | Rev. A |
| Evaluation: Teaching Chairperson, Special Education Center         | PSL-F167 | Rev. A |
| Evaluation: Training Specialist                                    | PSL-F168 | Rev. A |
| Evaluation: Training Specialist, High School                       | PSL-F169 | Rev. A |
| Evaluation: Training Specialist, Special Education                 | PSL-F170 | Rev. A |
| Evaluation: Traveling Instrumental Music Teacher                   | PSL-F171 | Rev. A |
| Evaluation: Vocational Specialist                                  | PSL-F172 | Rev. A |
| Evaluation: Vocational Specialist-Handicapped                      | PSL-F173 | Rev. A |
| Evaluation: Vocational Teacher for the Handicapped                 | PSL-F174 | Rev. A |

### Evaluation: Certificated Charter School

|  |          |        |
|--|----------|--------|
| Certificated Personnel Evaluation Charter School | PSL-F105 | Rev. A |
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### Evaluation: Certificated Substitute (Teacher)

|   |          |        |
|---|----------|--------|
| Substitute Teacher Evaluation Notice, Cover Sheet, and Form | PSL-F100 | Rev. C |
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### Evaluations: Classified and Improvement Plan

|   |           |        |
|---|-----------|--------|
| Performance Evaluation of Classified Personnel  | PSL-F102  | Rev. C |
| Evaluation of Probationary Classified Personnel | PSL-F099  | Rev. B |
| Improvement Plan – Classified                   | PSL-F102A | Rev. A |

### Evaluation: Classified Substitute

|                                  |          |        |
|----------------------------------|----------|--------|
| Classified Substitute Evaluation | PSL-F101 | Rev. E |
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### Evaluation: Management

|   |          |        |
|---|----------|--------|
| Management Evaluation of Work Performance | PSL-F104 | Rev. A |
|---|----------|--------|

### Exit Interview

|   |          |        |
|---|----------|--------|
| Exit Interview Questionnaire (Resignation/Retirement) | PSL-F196 | Rev. A |
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### Family Medical Leave of Absence (FMLA)

|  |           |        |
|--|-----------|--------|
| Application for Family Medical Leave: Employee's Serious Health Medical Condition      | PSL-F007A | Rev. E |
| Application for Family Medical Leave: Family Member's Serious Health Medical Condition | PSL-F007B | Rev. E |

### Formal Classification Review

|   |          |        |
|---|----------|--------|
| Request for Formal Classification Review (Classified Employees) | PSL-F033 | Rev. A |
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### High School Student Application

|                                 |          |        |
|---------------------------------|----------|--------|
| High School Student Application | PSL-F183 | Rev. A |
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### Interview Packets

|   |          |        |
|---|----------|--------|
| Applicant Reference Check (Certificated)              | PSL-F083 | Rev. A |
| Certificated Interview Team Report and Recommendation | PSL-F084 | Rev. B |
| Classified Interview Form                             | PSL-F079 | Rev. A |
| Classified Summary Rating Sheet                       | PSL-F080 | Rev. A |
| Classified Interview Team Report and Recommendation   | PSL-F081 | Rev. C |
| Applicant Reference Check (Classified and Management) | PSL-F082 | Rev. A |

## Leave of Absence

|  |          |        |
|--|----------|--------|
| Leave of Absence Request Checklist                                 | PSL-F094 | Rev. C |
| Request for Disability Leave of Absence Certificated Employees     | PSL-F005 | Rev. B |
| Request for Leave of Absence Certificated and Classified Employees | PSL-F004 | Rev. A |
| Return From Leave of Absence                                       | PSL-F095 | Rev. C |

## Name, Address, or Telephone Change

|   |          |        |
|---|----------|--------|
| Change of Address and/or Telephone Number | PSL-F027 | Rev. F |
| Request for Name Change                   | PSL-F026 | Rev. B |

## NCLB

|   |          |        |
|---|----------|--------|
| No Child Left Behind (NCLB): All Teachers                       | PSL-F091 | Rev. A |
| No Child Left Behind (NCLB): Teachers New to the Profession     | PSL-F092 | Rev. A |
| No Child Left Behind (NCLB): Teachers Not New to the Profession | PSL-F093 | Rev. A |

## Overtime/CTO

|                                     |          |        |
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| Prior Approval for: Overtime or CTO | PSL-F030 | Rev. A |
| Overtime Compensation Verification  | PSL-F031 | Rev. A |

## Paraprofessional Qualifications Checklist

|  |          |        |
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| Paraprofessional Qualifications Checklist (NCLB) | PSL-F197 | Rev. B |
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## Professional Growth: Classified

|  |          |        |
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| Request for Prior Approval of Classified Professional Growth | PSL-F002 | Rev. C |
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## Professional Improvement: Certificated

|   |          |        |
|---|----------|--------|
| Professional Improvement Plan Preapproval Application | PSL-F035 | Rev. A |
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## Professional Improvement: Certificated (continued)

|  |          |        |
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| Request for Approval of Completed Features of Professional Improvement Plan                    | PSL-F036 | Rev. A |
| Professional Improvement Plan Preapproval Application-New Column Program                       | PSL-F037 | Rev. A |
| Request for Approval of Completed Features of Professional Improvement Plan-New Column Program | PSL-F038 | Rev. A |
| Professional Training Prior Approval Request (Four-Year College or University Courses Only)    | PSL-F039 | Rev. A |

## Request to Participate on Administrator Selection Panel

|   |          |        |
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| Request to Participate on Administrator Selection Panel | PSL-F202 | Rev. B |
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## Requisition for Per Diem Personnel

|                                    |          |        |
|------------------------------------|----------|--------|
| Requisition for Per Diem Personnel | PSL-F003 | Rev. A |
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## Resignation/Retirement Form

|   |          |        |
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| Resignation/Retirement  | PSL-F008 | Rev. D |
| Resignation and Retirement Site Checklist of Items to be Returned-Notifications | PSL-F203 | Rev. D |

## Salary Plan

|  |          |        |
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| Salary Plan for Certificated Personnel | PSL-F188 | Rev. B |
| Salary Plan for Classified Personnel   | PSL-F200 | Rev. B |

## School Site Substitute Teacher Packet

|   |          |          |
|---|----------|----------|
| Standardized School Site Substitute Teacher Packet  | PSL-F249 | Rev. B   |
| Substitute Teacher End-of-Day Report  | PSL-F250 | Rev. B   |
| Classroom Management/Organization, Use of Technology, Comprehensive Safe School Plan, First Aid | HR       | Intranet |

## Sick Leave Balance

|                                |          |        |
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| Request for Sick Leave Balance | PSL-F063 | Rev. D |
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## Sign-In Sheet

|  |           |        |
|--|-----------|--------|
| Sign-In Sheet                            | PSL-F001  | Rev. D |
| Sign-In Sheet—Sexual Harassment Training | PSL-F001A | Rev. A |

## Substitute Requests

|  |          |               |
|--|----------|---------------|
| Request for Additional Classified Substitutes (Additional/Extra Help Only) | PSL-F234 | Rev. B        |
| Substitute Profile Sheet   | PSL-F059 | <b>Rev. C</b> |

## Summer School Job Postings

|  |          |        |
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| Request for Summer School Job Postings | PSL-F190 | Rev. A |
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## The Work Number

|                            |          |        |
|----------------------------|----------|--------|
| How to Use the Work Number | PSL-F097 | Rev. A |
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## Title IX Grievance

|                                   |          |        |
|-----------------------------------|----------|--------|
| Title IX Grievance Review Request | PSL-F088 | Rev. F |
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## Uniform Complaint

|                |          |               |
|----------------|----------|---------------|
| Complaint Form | PSL-F089 | <b>Rev. D</b> |
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## Vacation Request

|                  |          |        |
|------------------|----------|--------|
| Vacation Request | PSL-F014 | Rev. B |
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## Visiting Educator

|   |          |        |
|---|----------|--------|
| Visiting Educator: Approval Packet Checklist  | PSL-F191 | Rev. B |
| Visiting Educator Approval Form   | PSL-F192 | Rev. A |
| Visiting Educator Return From Leave of Absence  | PSL-F193 | Rev. A |
| Acknowledgement of Notice of Release From Administrative Position for Failing to Provide Notice of Return From Visiting Educator Program (Administrative/Management Only) | PSL-F194 | Rev. A |

## Workers Compensation Reporting

|  |          |               |
|--|----------|---------------|
| Workers Compensation Reporting Acknowledgement and Agreement to Comply | PSL-F057 | <b>Rev. D</b> |
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## Working Out of Classification

|  |          |        |
|--|----------|--------|
| Request for Working Out of Classification (Classified Employees) | PSL-F032 | Rev. A |
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