
REQUISITION FOR PER DIEM PERSONNEL (PSL-P024)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process of paying certificated and classified employees for duties performed for other than contract service from a Requisition for Per Diem Personnel.

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

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

- 3.2 Associate Superintendent, Human Resource Services

4.0 DEFINITIONS:

- 4.1 Requisition for Per Diem Personnel - is an authorization form for work performed on "as needed basis."
- 4.2 SEIU – Service Employees International Union.
- 4.3 SCTA – Sacramento City Teachers Association.
- 4.4 UPE – United Professional Educators.
- 4.5 TEAMSTERS – School Plant Operations Managers.
- 4.6 CSA – Classified Supervisor Association.
- 4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.8 HRS—Human Resource Services.
- 4.9 NBU—Non-Bargaining Unit Members (Confidential and Non-Represented Supervisor).

5.0 PROCEDURE:

- 5.1 Personnel Technician II receives Requisition for Per Diem Personnel from site administrator to request payment for Classified Employees. (PSL-W016)
- 5.2 Personnel Technician II receives Requisition for Per Diem Personnel from site administrator to request payment for Classified Stipends. (PSL-W015)
- 5.3 Personnel Technician II receives Requisition for Per Diem Personnel from site administrator to request payment for Certificated Other. (PSL-W012)
- 5.4 Personnel Technician II receives Requisition for Per Diem Personnel from site administrator to request payment for Certificated Adult Education. (PSL-W011)
- 5.5 Personnel Technician II receives Requisition for Per Diem Personnel from site administrator to request payment for Certificated Stipends. (PSL-W014)
- 5.6 Personnel Technician II receives Requisition for Per Diem Personnel from site administrator to request payment for Certificated Per Session. (PSL-W013)

REQUISITION FOR PER DIEM PERSONNEL (PSL-P024)

Sacramento City Unified School District

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Requisition for Per Diem Personnel Form. (PSL-F003)
- 6.2 SEIU – Service Employees International Union contract.
- 6.3 SCTA – Sacramento City Teachers Association contract.
- 6.4 UPE – United Professional Educators contract.
- 6.5 TEAMSTERS – School Plant Operations Managers contract.
- 6.6 CSA – Classified Supervisor Association contract.
- 6.7 Salary Schedules.
- 6.8 Work Calendars.
- 6.9 Escape add-on records.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition for Per Diem Personnel Form	File Cabinet in HRS	3 Years	Discard as desired	Access limited to HRS Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change