PROCESSING REQUISITION FOR PER DIEM PERSONNEL EMPLOYEES (PSL-W035)

Sacramento City Unified School District

1.0 SCOPE:

1.1 Working Instructions to process new Per Diem employees

2.0 RESPONSIBILITY:

2.1 Customer Service Specialist

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

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

3.2 Associate Superintendent, Human Resources

4.0 DEFINITIONS:

4.1 TB - Tuberculosis

4.2 NEO - New Employee Orientation

4.3 New Employee packet—According to employee type, permanent or substitute, employee receives all the documents required to process for employment with the district; contains the Live Scan information, processing information, and checklist card.

4.4 Sub Office—Substitute Office that processes the district substitute employees.

4.5 HRS—Human Resource Services

4.6 Personnel Tech—Personnel Technician that process the information

5.0 PROCEDURE:

5.1 Determine if the person has a application on line:

5.1.1 Have them fill out the New Employee packet

5.1.1.1 Prepare check list card, NEO, a blue new employee packet

5.1.1.2 You now give them the live scan form, fee voucher and the employee packet. Inform them that they need to bring a TB test dated to more than 60 days. Sign them in for NEO.

5.1.2 Download there application

5.1.3 Attach their application, rolling fee and fingerprint requirement to check list card. Make sure that you date and initial off what you gave the employee and the same of items that were returned by the employee

5.1.4 File in suspend file according to team school site

6.0 ASSOCIATED DOCUMENTS:

6.1 Live scan packet

6.2 Employee Processing packet may include :

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 Contract for Employment as a Certificated Employee (PSL-F045, PSL-F046)

6.2.1.17 Certificated Transcript/Experience Evaluation Sheet (PSL-F023)

6.2.1.18 Contract for Temporary and/or Provisional Certificated Employment (Reduced) (PSL-047, PSL-F048)

6.2.1.19 Title IX Grievance Review Request (PSL-F088)

6.3 Pre-Employment Checklist (check list card) (PSL-F072)

6.4 Requisition for Per Diem Personnel Form (PSL-F003)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

Check list card	Suspend file located in HRS	Until all New Employee packet documents are complete	To Personnel Tech	Access to HRS
New Employee Packet	Suspend file located in HRS	Until all New Employee packet documents are complete	To Personnel Tech	Access to HRS

8.0 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

*****End of Procedure*****