1.0 SCOPE:

1.1 This procedure discusses the process of hiring certificated employees.

2.0 RESPONSIBILITY:

2.1 Analyst

2.2 Personnel Technician I

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 SCTA – Sacramento City Teachers Association (Certificated).

4.2 PR – Posting request.

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

4.4 Iron Mountain Records Management (Iron Mountain) – Vendor that houses all of the Sacramento City Unified School Districts personnel employment records/files.

4.5 Warehouse – Location of very old personnel files.

4.6 Position Vacancy Requisition – Form used to request that a position be established and/or added into the ESCAPE System.

4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.

4.8 Analyst—Personnel Analyst.

4.9 T.B—Tuberculosis test slip.

5.0 PROCEDURE:

5.1 Analyst receives posting request from site administrator due to resignation, retirement, leave of absence, or new position.

5.2 Analyst confirms vacancy is valid through authorized position control.

5.3 Position Vacancy Requisition is forwarded to the Personnel Technician to post vacancy per SCTA contract. (PSL-W031)

5.4 Credential Specialist retrieves the list of applicants that applied for the vacancy, screens applicants for required credentials, and forwards applicant list to Analyst. (PSL-W030)

5.5 Analyst reviews and refers the applicants to site administrator based on SCTA Contract (see Article 8 – Transfers Contract). (PSL-W030)

5.6 Analyst receives and reviews the recommendation from site administrator for job offer.
5.7 Analyst or Personnel Technician III will offer the employment to the recommended applicant.

5.8 Analyst will prepare certificated contract and Benefits Authorization Form for new employee to sign.

5.9 New employees are given instruction on requirements necessary for employment, i.e., fingerprints, T.B. tests, orientation, etc. (pre-employment packet) (See PSL-W034)

5.10 When all paperwork is complete, Analyst will forward to Personnel Technician II for data entry and additional paperwork may be needed. (PSL-W020)

6.0 ASSOCIATED DOCUMENTS:

6.1 Certificated SCTA Contract.

6.2 Posting Request.

6.3 Benefits Authorization Form. (see Benefits Office)

6.4 Certificated Contract.

6.5 Notice of Vacancy.

6.6 Tuberculosis Test Slip. (see Health Services)

6.7 Assignments with SCUSD Form (PSL-F028) (if applicable)

6.8 Pre-Employment Packet may include:

   6.8.1.1 Oath of Allegiance (PSL-F049)

   6.8.1.2 Fingerprint Requirements (PSL-F050, PSL-F051)

   6.8.1.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)

   6.8.1.4 Emergency Data (PSL-F053)

   6.8.1.5 Ethnic Origin Questionnaire (PSL-F054)

   6.8.1.6 Retirement Questionnaire (PSL-F055)

   6.8.1.7 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)

   6.8.1.8 Workers’ Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)

   6.8.1.9 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)

   6.8.1.10 Substitute Profile Sheet (PSL-F059) (if applicable)

   6.8.1.11 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)
6.8.1.12 Authorization for Electronic Money Transfer (PSL-F086)
6.8.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)
6.8.1.14 EEE form (External Form) (if applicable)
6.8.1.15 NEO form (PSL-F068)
6.8.1.16 Verification of Allied Experience (PSL-F017)
6.8.1.17 Verification of Teaching Experience (PSL-F022)
6.8.1.18 Title IX Grievance Review Request (PSL-F088)

6.8.2 Additional Paperwork (if applicable):

6.8.2.1 Certificated Transcript/Experience Evaluation Sheet (PSL-F023)
6.8.2.2 Contract for Employment as a Certificated Employee (PSL-F045, PSL-F046)
6.8.2.3 Contract for Temporary and/or Provisional Certificated Employment (Reduced) (PSL-047, PSL-F048)

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active employees from 2001 to present</td>
<td>Personnel file</td>
<td>Indefinitely</td>
<td>Discard as desired</td>
<td>BMI</td>
</tr>
<tr>
<td>Inactive employees from prior 2001</td>
<td>Personnel file</td>
<td>Indefinitely</td>
<td>Discard as desired</td>
<td>Iron Mountain and/or warehouse</td>
</tr>
<tr>
<td>Vacancy requisitions</td>
<td>Binder in file cabinet</td>
<td>3 years</td>
<td>Discard as desired</td>
<td>Secured area</td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/03/04</td>
<td>A</td>
<td>Initial release</td>
</tr>
<tr>
<td>12/18/06</td>
<td>B</td>
<td>External Form</td>
</tr>
<tr>
<td>10/08/07</td>
<td>C</td>
<td>Responsibility; Title change (Office Technician III to Personnel Tech. I)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approval Authority department name change</td>
</tr>
</tbody>
</table>

***End of procedure***