

---

## VACANCY REQUISITION PROCEDURE (PSL-P025)

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 Board approved positions.

### 2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II

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 Resource Services

### 4.0 DEFINITIONS:

- 4.1 Vacancy Requisition – Authorization form for Board approved positions.
- 4.2 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.3 Early Retirement Incentive Plan—Application packet for reduction of workload.
- 4.4 HRS—Human Resource Services.
- 4.5 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

### 5.0 PROCEDURE:

- 5.1 Personnel Technician II receives Vacancy Requisition from Associate Superintendent, Director, or Analyst to request payment for Short or Long Term Temporary employees. (PSL-W029)
- 5.2 Personnel Technician II receives Vacancy Requisition from Associate Superintendent, Director, or Analyst to request payment for Status Change. (PSL-W028)
- 5.3 Personnel Technician II receives Vacancy Requisition, Resignation/Retirement Form, or Letter from Associate Superintendent, Director, or Analyst for Termination Process. (PSL-W024)
- 5.4 Personnel Technician II receives Vacancy Requisition from Associate Superintendent, Director, or Analyst to request payment for Reassign or Transfer. (PSL-W027)
- 5.5 Personnel Technician II receives Vacancy Requisition from Associate Superintendent, Director, or Analyst to request Early Retirement Incentive. (PSL-W025)
- 5.6 Personnel Technician II receives Vacancy Requisition from Associate Superintendent, Director, or Analyst to request Leave of Absences. (PSL-W009)
- 5.7 Personnel Technician II receives Vacancy Requisition from Associate Superintendent, Director, or Analyst to request payment for New and Reemployed employees. (PSL-W026)
- 5.8 Personnel Technician II analyzes from Vacancy Requisition if an AESD-1 Form is required to be submitted to Employee Benefits Office. (PSL-W002)

---

## VACANCY REQUISITION PROCEDURE (PSL-P025)

Sacramento City Unified School District

---

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vacancy Requisition (generated from Escape).
- 6.2 Early Retirement Incentive Packet. (PSL-F076)
- 6.3 Leave of Absence Form. (PSL-F004)
- 6.4 Resignation/Retirement Form. (PSL-F008)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vacancy Requisition	Employee Personnel File	Indefinitely	Discard as Desired	Secured BMI Scanner Company

### 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