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# MONTHLY COUNTY OF EDUCATION RETIREMENT MONITORING REPORT - AUDIT PSL-P082

Sacramento City Unified School District

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## 1. SCOPE:

1.1. Monthly County of Education Retirement Monitoring Report - Audit

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| The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies. |
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## 2. RESPONSIBILITY:

2.1. Credential Specialist

## 3. APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

3.2. Credential Specialist

## 4. DEFINITIONS:

4.1. SCTA – Sacramento City Teachers Association (certificated bargaining unit.)

4.2. CCTC – Commission on Teacher Credentialing.

4.3. COE—County Office of Education.

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

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

4.6. HRS—Human Resource Services

4.7. Credential—Certificate required from the CCTC stating that the employee can teach students within the district.

## 5. PROCEDURE:

5.1. Receive report from County of employees who are on monthly STRS report with no credential recorded at COE.

5.2. Research credential status in ESCAPE for employees on report.

5.3. Send notice to employees that they must record credential with County by due date.

5.4. County or Employee with submit recorded copy to credential specialist to be entered into ESCAPE (see PSL-W032.)

5.5. Scan copy of credential into the personnel file.

## 6. ASSOCIATED DOCUMENTS:

6.1. Report from COE (outside source)

## 7. RECORDS RETENTION TABLE

| <u>Identification</u>                            | <u>Storage</u>               | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|------------------------------|------------------|--------------------|-------------------|
| County STRS Monthly Monitoring Report Credential | Audit File<br>Personnel File | Life of employee | Discard as Desired |                   |

### Description of Revision

|          |   |                 |
|----------|---|-----------------|
| 12/03/04 | A | Initial Release |
| 01/19/05 | B | Modified        |

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10/08/07

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Working Instruction Change  
Approval Authority department name change  
Addition to Approval Authority