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**VACANCY REQUISITION/REASIGN/TRANSFER (PSL-W027)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction is the process by which active contract employees are reassigned to a different job classification/transferred to another location.

**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.
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**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 STRS – State Teachers Retirement System
- 4.3 Assoc. Supt. – Associate Superintendent, Human Resource Services
- 4.4 Director – Director of Personnel Services
- 4.5 Analyst – Personnel Analyst
- 4.6 Escape System: Software and program used to maintain and that holds all of the transactions made on all district employee's employment record(s).
- 4.7 BMI – Imaging System is a company of OTG (Online Technology Group).
- 4.8 Union Contracts—See associated documents below.

**5.0 WORK INSTRUCTIONS:**

- 5.1 Vacancy requisition is received from Analyst, Director, or Assoc. Supt.

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- 6.7.1.13 Pre-Employment Checklist (Form/Card) (PSL-F072)
- 6.7.1.14 EEE form (External Form) (if applicable)
- 6.7.1.15 NEO form (PSL-F068)
- 6.7.1.16 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 6.7.1.17 Verification of Teaching Experience, Verification of Allied Experience Form. (PSL-F017 thru PSL-F22)
- 6.7.1.18 Tuberculin Skin Testing Form/Employee Tuberculin Testing Questionnaire. (see Health Services)
- 6.7.1.19 Title IX Grievance Review Request (PSL-F088)

6.8 Assignments with SCUSD Form. (PSL-F028)

6.9 Tax Forms. (outside forms)

6.10 STRS Permissive Membership Form. (outside form)

6.11 AESD-1 Form. (outside form)

6.12 Certificated Transcript/Experience Evaluation Worksheet. (PSL-F023)

6.13 Classified Transcript/Longevity Evaluation Worksheet. (PSL-F024)

**7.0 ASSOCIATED SOFTWARE:**

7.1 ESCAPE

7.2 BMI

**8.0 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

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
12/18/06	B	External form
10/08/07	C	Approval Authority department name change

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**\*\*\* End of procedure \*\*\***