CERTIFICATED SURPLUS PLACEMENT (PSL-P006A)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This is the process that is used to surplus teachers for the Sacramento City Unified School District

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

2.0 RESPONSIBILITY:

2.1 Personnel Analyst

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 SCTA – Sacramento City Teachers Association (Certificated).

4.2 FTE – Full Time Equivalent.

4.3 Position(s) – Vacancy of a position for a district site.

4.4 One Stop Staffing – Meeting scheduled with Human Resource Services to discuss the vacant positions located at the site.

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

4.6 Vacancy Requisition – print-out generated by ESCAPE.

4.7 Personnel Technician – District employee who inputs the employee's updated transactions into the ESCAPE system.

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

5.0 PROCEDURE:

5.1 Personnel Analyst will send notice of surplus letter and appointment letter to surplus teachers.

5.2 Personnel Analyst will generate seniority list and credential report from ESCAPE and establish an appointment schedule and vacancy list.

5.3 Personnel Analyst, SCTA union representative, and the surplus teacher meet for selection process from vacancy listing for placement the following school year. (Director may or may not be present.)

5.4 Personnel Analyst notifies site administrators (to and from) the placement of the surplus teacher.

5.5 Vacancy Requisition is completed by Personnel Analyst to transfer teachers and forwarded to Personnel Technician.

6.0 ASSOCIATED DOCUMENTS:

6.1 Vacancy List (generated from Escape)

6.2 Seniority List (generated from Escape)

6.3 Credential Report (generated from Escape)

6.4 Appointment schedule

6.5 Vacancy Requisition (on ESCAPE)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Seniority list	File cabinet in office	1 year	Discard as desired	Secured area
Vacancy list				
Credential report				
Appointment schedule				
Vacancy requisitions	Personnel file	Indefinitely	Discard as desired	BMI

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

End of procedure