**Section 5. Testing Schedule: Clerical Testing Requirements** Testing Schedule

Section 6.

Section 8. Leave Matrix: Represented and Non-Represented Employees

#### Section 11. Title IX

Bulletin: Title IX / Sexual Harassment

Title IX (Non-Discrimination on the Basis of Sex)

Employee Harassment or Discrimination in Employment

Student-to-Student Harassment or Discrimination

Title IX Grievance Review Request (PSL-F088)

#### **Section 12. Uniform Complaints**

**Uniform Complaint Procedure** 

Complaint Form (PSL-F089)

Williams Uniform Complaint Procedure

(Extracted From AR 1312.4 Community Relations)

Williams Uniform Complaint Procedures: Notice to Parents/

Guardians, Pupils, Teachers: Complaint Rights

(Elementary and Middle Schools)

Williams Uniform Complaint Procedures: Notice to Parents/

Guardians, Pupils, Teachers: Complaint Rights

(High Schools)

Notice to Parents/Guardians and Pupils: Student Eligibility

Notice (CAHSEE After Grade 12)

#### **Section 13. Personnel: Information and Forms**

Vacancy Requisitions in Escape Online

Per Diem Requisition Notes: Tips for Successful Per Diem

**Requisition Processing** 

Requisition for Per Diem Personnel and Examples (PSL-

F003)

Resignation and Retirement

Resignation and Retirement Form (PSL-F008)

Resignation and Retirement: Site Checklist of Items to be

Returned / Notifications (PSL-F203)

Exit Interview Questionnaire (PSL-F196)

Separation of Employment Checklist

Change of Address and/or Phone Number (PSL-F027)

Request for Name Change (PSL-F026)

Bulletin: Classified Personnel: Overtime, Additional

### **Section 13. Personnel: Information and Forms (Continued)**

Overtime Labor Statement Form (PAY-F011)

**Position Description** 

School Office Manager III Position Description

#### **Section 14. Payroll: Information and Forms**

Responsibility Matrix

Certificated or Classified Time Report

Per Diem Time Reporting in Escape Online

Payroll Deadlines

**Bulletin: Payroll Deadlines** 

Bulletin: Payroll Deadlines and Pay Dates (Per Diem and

Substitute Pay)
Direct Deposit

Authorization for Electronic Money Transfer (PSL-F086)

Amendment to Employment Contract

Amendment to Employment Contract Form (PAY-

#### **Section 23. Evaluation Procedures**

**Evaluation Timelines and Delivery** 

Key to ISO Commonly Used Personnel Forms: Evaluations

Certificated Performance Evaluation Requirements

Classified Performance Evaluation Requirements

#### **Section 24. One-Stop Staffing**

Certificated and Classified One-Stop Staffing Bulletin Elementary School Enrollment – Classification Report (PSL-F205)

Decimal / Hours Conversion Chart (Classified Segment)

# Section 25. Entering Leaves in Escape Online (Employee Absence Reporting)

Entering Leaves in Escape Online

**Employee Absence Report** 

Employee Absence Report Form (PSL-F012)

Certificated Employee Absence Report (PSL-F013)

Leave of Absence Request Checklist (PSL-F094)

Request for Leave of Absence: Certificated and Classified (PSL-F004)

PSL-F004)

Return From Leave of Absence (PSL-F095)

Absence Reporting Scenarios

# Section 29. Glossary / Acronyms

Glossary

Acronyms

# Section 30. Starr Team Requests

Star Team Requests: Topic / Responsible Office

# **Section 31. Agenda: Office Manager Meetings**

Revised: 02-09-12