

Topic	Segment	Question	Answer	Resource Person
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Credential Renewal

Personnel

Whom do I contact about
renewing my credential?

Contact the

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Emergency Leave	Personnel	How many days of emergency leave do I earn?	Three days per year at full pay. Emergency leave is not accumulated.	Refer to Team Human Resource Services Analyst or Recruitment and Selection Specialist on School and Department Listings for Human Resource Services.						
Evaluations	Personnel	What are the employee evaluation deadlines?	<p>Refer to the applicable bargaining unit contract under Evaluation.</p> <p>Need a form? Please refer to <u>PSL-F099</u> through <u>PSL-F174</u> via the district's web page, www.scusd.edu under Human Resources, Documents.</p> <table border="1" data-bbox="1010 532 1537 597"> <thead> <tr> <th data-bbox="1010 532 1184 565">Unit</th> <th data-bbox="1184 532 1360 565">Pre-Eval.</th> <th data-bbox="1360 532 1537 565">Final Eval.</th> </tr> </thead> <tbody> <tr> <td data-bbox="1010 565 1184 597">Certificated</td> <td data-bbox="1184 565 1360 597">November 1</td> <td data-bbox="1360 565 1537 597">April 1</td> </tr> </tbody> </table>	Unit	Pre-Eval.	Final Eval.	Certificated	November 1	April 1	Refer to School and Department Listings for Human Resource Services.
Unit	Pre-Eval.	Final Eval.								
Certificated	November 1	April 1								
			Classified Probationary							

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Flexible Reimbursement	Benefits	When can I make changes to my flexible reimbursement?	<ul style="list-style-type: none"> • Only during open enrollment or new employees upon appointment. • Flexible reimbursement must be <u>renewed every year</u> during open enrollment. • Qualifying event to change deductions change in employment, additional dependent, etc. 	Refer to Responsibility Matrix for Risk Management and Employee Benefits.
Job Application Job Vacancies	Personnel	I applied for a position and would like to know the status.	Contact Team Human Resource Services Analysts or Recruitment and Selection Specialist.	Refer to School and Department Listings for Human Resource Services.

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NCLB Paraprofessional Testing	Personnel	Can I take a Paraprofessional Test to become NCLB compliant?	Contact the Customer Service Specialists in Human Resource Services to schedule an appointment.	

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Retirement	Payroll	I'm considering retirement. Who should I contact?	Contact the Retirement Team. Need a form? Please refer to PSL-F008 via the district's web page, www.scusd.edu under Human Resources, Documents.	Michelle Du Patty (STRS) Lead Payroll Technician Phone: 643-9064 E-Mail: Michele-DuPaty@sac-city.k12.ca.us Keyshawn Marshall Payroll Benefits Specialist (PERS) Phone: 643-7901 E-Mail: keyshado@sac-city.k12.ca.us

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Sick Leave and Vacation: Donating to Other Employees	Personnel	What is the policy on donating sick leave or vacation to another district employee?	<p>An employee may opt to donate <u>sick leave</u> hours, stipulating in writing, to another employee that is on catastrophic leave, which must be approved by Human Resource Sources. However, SEIU and CSA members can donate to the catastrophic leave donation pool (same bargaining unit) according to the agreement and donation period. Refer to your bargaining unit agreement.</p> <p>Employees in the <u>same</u> union may transfer <u>vacation</u> hours to another, if stipulated in writing to Attention: Team Human Resource Services Analyst OR Recruitment and Selection Specialist, Human Resource Services.</p> <p><u>PSL-F224</u> Confidential Employee Donation Form for Catastrophic Leave</p> <p><u>PSL-F232</u> CSA Catastrophic Leave Request</p> <p><u>PSL-F233</u> CSA Donation Form for Catastrophic Leave</p> <p><u>PSL-F223</u> Non-Represented Management Donation Form for Catastrophic Leave</p> <p><u>PSL-F222</u> Non-Represented Supervisor Donation Form for Catastrophic Leave</p> <p><u>PSL-F220</u> SCTA Donation Form for Catastrophic Leave</p> <p><u>PSL-F207</u> SEIU Catastrophic Leave Request</p> <p><u>PSL-F208</u> SEIU Donation Form for Catastrophic Leave</p> <p><u>PSL-F221</u> Superintendent's Cabinet Donation Form for Catastrophic Leave</p> <p>SCTA and UPE employees have to be on an approved catastrophic leave; same bargaining unit donations only.</p>	Refer to School and Department Listings for Human Resource Services.

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Testing Requirements

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W-2 Form	Payroll	Who do I contact to obtain a copy of my W-2 form?	<ul style="list-style-type: none"> • Contact Payroll Services. 	Refer to School and Department Listings for Human Resource Services (Payroll)

12-08-11