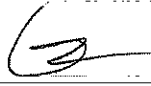


Sacramento City Unified School District

1.0 SCOPE:

1.1 The process that is used for Mid-Year Review and Budget Development for the Sacramento City Unified School

3.0 APPROVAL AUTHORITY:



3/31/08

4.0 DEFINITIONS:

4.1 SCTA – Sacramento City Teachers Association (Certificated).

4.2 SEIU – Service Employee International Union (Classified)

4.3 HRS – Human Resource Services

5.0 PROCEDURE:

5.1 Budget Services sends out budget development packets to site administrators and Associate Superintendants to review personnel and budget issues for next year. Union contracts may be referenced such as SEIU and SCTA.

5.1.1 By using the following reports generated by ESCAPE:

- 5.1.1.2 Staff Changes Reports
- 5.1.1.3 Classification Reports (elementary)
- 5.1.1.4 Credential Reports
- 5.1.1.5 Position Authorization Reports
- 5.1.1.6 Personnel Verification Reports

- 5.5 Identify classified employee layoffs
- 5.6 Identify certificated surplussing for following year.
- 5.7 Review misassignments for certificated staff.
- 5.8 Review budget needs and develop future year budgets

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Staff Change Reports (generated from Escape)
- 6.2 Classification Reports (elementary) (generated from Escape)
- 6.3 Credential Reports (generated from Escape)
- 6.4 Financial Analysis/Work Reports (generated from Escape)
- 6.5 Personnel Verification Reports (generated from Escape)
- 6.6 Budget Reports

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Position Control Reports	Binders and file cabinets in HRS office.	2 years	Discard as desired.	Secured area by Personnel Analyst.
Budget Reports	Files in Budget Office	2 years		Secured area by Budget staff.

8.0 REVISION HISTORY:

Date: Rev. Description of Revision:

12/30/08	A	Initial Release
03/11/08	B	Revised Section 1.1.1.1 & 1.1.1.2