

SAN DIEGO UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES

NO. 7050

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CLASSIFICATION PERSONNEL, ASSIGNMENT

EFFECTIVE 7-1-73

SUBJECT ASSIGNMENT, GENERAL

REVISED 12-14-87

A. PURPOSE AND SCOPE:

1. To outline policies and procedures governing assignment and change in assignment of any district employee. This procedure applies to all assignments except summer school and intersessions.
2. To assure operation of programs within authorized appropriations, to provide for accuracy in budget and staffing reports, and to facilitate correct and timely payment to employees.
3. Establishment of positions, a prerequisite to employment and/or assignment of regular monthly full- or part-time employees, is covered by Procedure No. 2025.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Education Code Section 45310.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Personnel Services Division.
2. References within this procedure to the establishment of previously authorized positions apply only to regular monthly full- and part-time employees. Regulations pertaining to submission of assignment authorization forms apply to all employees (monthly and hourly; certificated and classified).
3. Definitions
  - a. Assignment reporting: Generally consists of two parts (assignment and budget information), and, for purposes of this procedure, may be defined as including some or all of the following elements:

(1) Assignment Information

- (a) Employee identification (name, social security number, etc.)
- (b) Assigned cost center
- (c) Position title
- (d) Subject field or grade level
- (e) Duties qualifying for additive pay
- (f) Differential compensation (classified)
- (g) Dates of assignment (include ending date when assignment is for less than a full school year)
- (h) Long-term leave of absence
- (i) Assignment type (number of months)
- (j) Clarify action with appropriate comment in "Remarks" section (i.e., "to replace S. Jones, school financial clerk").

C. 3. a. (2) Budget Information

- (a) Percent of time (position equivalents, monthly positions only)
  - (b) Budget coding (cost center, fund, object, program, and program cost distribution)
  - (c) Salary classification
  - (d) Additive pay
- b. Cost center: A three digit number which identifies a location (school, department, office). "**Budget cost center**" refers to cost center where the expenditure is charged. "Assigned cost center" refers to cost center where an employee is physically assigned. In many cases the same number applies for each purpose, however, there may be exceptions. EXAMPLE: A custodian at Hoover High has a budget cost center of **600** (Plant Operations) and an **assigned** cost center of **338** (Hoover)
- c. Department head: Administrator of a cost center or closely related group of cost centers (other than schools) which is/are designated as a department in the district organization.
- d. Division: All cost centers under control of the division head. In many cases a division is designated as a "**major cost center.**"
- e. Position equivalent: (Monthly positions only) Percent of time out of the workday assigned. EXAMPLE: A half-time (**4-hour**) district counselor has a position equivalent of **.50** and a six-hour instructional aide has a position equivalent of **.75**.
- f. EDB: Employee Data Base (computer records of employee information).
- g. Assignment book: Listing of all certificated employees assigned to a particular cost center. Assignment Book A, Assignment Book B, and Assignment Book C are issued annually according to schedules developed by School Operations Division and Personnel Services Division. Each assignment book reflects current and projected certificated assignments.
- h. Additive pay: Special compensation in addition to the regular teaching salary paid to certificated employees in certain specified positions.
- i. Differential compensation: Pay additives for classified employees in specified positions (i.e. hazard pay, bilingual, shift, confidential).
- j. Board date (appears on personnel action form): Date the action form was approved or ratified at a Board of Education meeting.
4. Authority to Hire. No person may be employed as a regular monthly full- or **part-time** employee without prior establishment of a position

- C. 4. (continued)  
and confirmation of funding as certified by Budget and Cost Controls Department. Establishment of a position, and employment/placement of an individual to fill that position are two separate and distinct actions. (See Procedure No. 2025 for establishment of positions.) Temporary and hourly employees may be assigned only when funds are budgeted for that purpose.
5. Authorization to Begin Work. No person is authorized, and should not be permitted, to begin work until the following conditions are met. Failure to follow these steps usually results in the employee not getting paid on time and creates an additional workload for all parties involved.
- a. Approved budget balance is available at assigned or major cost center (for hourly employees), or a position has been established for monthly full- or part-time employee.
- b. An "Assignment Authorization, Certificated and Classified" has been initiated by the employing site/department, signed by the initiating management employee, approved by the appropriate budget office, and received in Personnel Administration Department.
- c. Employment processing is completed in Personnel Administration Department and employee has presented a validated "Authorization to Work" form (pink slip) to school or department timekeeper.
6. Authority and Responsibility for Assignment of Personnel to Schools and Programs, and Initiation of Assignment Authorization. Each management employee initiating an "Assignment Authorization, Certificated and Classified" is responsible for verifying that an authorized position exists. (See Procedure No. 2025.) Overruns resulting from violation of this regulation are a responsibility of division or department head involved, and shall be made up through other reductions in division or department budget appropriation. Budget and Cost Controls Department shall monitor all hiring and changes in assignment to assist division and department heads in complying with this regulation.
- 7. An "Assignment Authorization, Certificated and Classified" is necessary:**
- a. Before any person may begin work in the district
- b. For temporary promotions
- c. Whenever a change occurs in one or more of the following:
- (1) Assigned cost center
  - (2) Budget cost center
  - (3) Fund
  - (4) Object code
  - (5) Program code
  - (6) Program cost distribution

- c. 7. c. (7) Change in grade level or subject taught (required because of credential problems, or to describe an assignment adequately).

EXAMPLES:

(a) Elementary teacher: Change from first grade to first-second grade combination.

(b) Secondary teacher: Change in subjects taught from five periods of French, to four French and one German.

- (8) Position title
- (9) Dates of assignment
- (10) Assignment type (number of months)
- (11) Percent of time assigned (position equivalent)
- (12) Any addition or deletion affecting additive pay
- (13) Salary classification
- (14) Long-term leave of absence status
- (15) Long-term sick leave status
- (16) Differential compensation (classified)

8. Prompt and Accurate Reporting. Budgeting and accounting by program and correct payroll processing require prompt and accurate reporting of assignments, changes in assignment, and allocation of time among programs. All staff members are expected to take special care to assure accuracy of such information; corrections should be processed in accordance with C.6.above.

D. IMPLEMENTATION:

1. Management employee designated to initiate "Assignment Authorization, Certificated and Classified"
  - a. Certificated. For internal assignment changes (i.e. budget, job description, salary additives, assignment schedule), an assignment authorization form is completed by the school site. For external assignment changes (i.e. transfer, growth position, new employee assignments), an assignment authorization form is completed by Personnel Administration Department and/or appropriate district office.
  - b. Classified. In all cases, "Assignment Authorization, Certificated and Classified" is completed by site or department with the vacancy.
  - c. Prepares form according to instructions in Personnel-Payroll Handbook; signs form and forwards all copies to Budget and Cost Controls Department. **CAUTION:** Do not separate copies; send entire form with all copies intact.
  - d. Sends information on resignations, retirements, and dismissals on "Resignation/Retirement Notice" (monthly employee) or "Separation Notice" (hourly employee) to Personnel Administration Department.

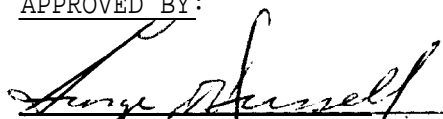
D. 2. Personnel Services Division

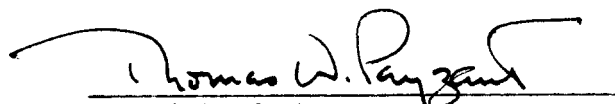
- a. If an assignment involves a new or returning employee, or a change from hourly to monthly, upon receipt of the approved "Assignment Authorization, Certificated and Classified," notifies employee by telephone AND by mail to appear in Personnel Services Division for employment processing.
  - b. Separates and distributes copies of assignment authorization form.
  - c. Completes employment processing of new employees.
  - d. Inputs information to Employee Data Base for all assignments and separations.
  - e. Forwards copies of personnel action form resulting from this input to verify that action is completed.
3. Processing Schedule. All data applied to the Employee Data Base corresponds to date the Board of Education officially approved or ratified the new assignment change. Cutoff date for processing assignment authorization forms for a normal pay cycle which will permit a new or current hire to be paid (or to be paid correctly) precedes the pay date by approximately two weeks. This is necessary to permit the Board of Education to **approve appointments** as required by the Education Code. (Cutoffs are earlier when holidays intervene, or when large numbers of changes are submitted.) Payrolls and reports processed from the Employee Data Base contain information processed through a "board date."
4. Originator of an "Assignment Authorization, Certificated and Classified" must check the personnel action form against a copy of the assignment authorization form to confirm that requested action has been taken. Any errors or differences noted should be immediately brought to attention of Personnel Administration Department.

E. FORMS AND AUXILIARY REFERENCES:

1. Assignment Authorization, Certificated and Classified, Stock No. 22-A-7225.
2. Assignment Books A, B, C.
3. Personnel action form.
4. Resignation/Retirement Notice.
5. Separation Notice, Hourly Employee.
6. Long-Term Leave Request.
7. Authorization to Work.
8. Personnel-Payroll Handbook.

F. APPROVED BY:

  
Assistant to the Superintendent  
Personnel Services

  
Superintendent