



**Sequoia Union High School District**  
Human Resources

## **CLASSIFIED FREQUENTLY ASKED QUESTIONS**

**Q: Why do employees need to be fingerprinted before they start work?**

**A:** All employees must have a Department of Justice check using the LiveScan method to ensure the safety of students and all employees as prescribed by law.

**Q: What is the LiveScan process?**

**A:** LiveScan is the name used for what was previously known as fingerprinting. All new employees need to have a LiveScan. Volunteers (including coaches) at a level II/III must be fingerprinted. All volunteers at a level I will undergo a Megan's Law check.

**Q: I already did the LiveScan with a different district; do I still need to get fingerprinted?**

**A:** Yes, we don't share our fingerprinting results with any outside agency or accept results from other places. You only need to get fingerprinted once; we do cover the cost of the LiveScan.

**Q: When can an employee start working?**

**A:** An employee may start working only when his/her LiveScan has been cleared. You will be contacted by a member of the Human Resources staff once you have been cleared.

**Q: How do I sign up to be a volunteer?**

**A:** Contact the school for which you wish to volunteer and they will let you know what volunteer opportunities exist. If you wish to be a volunteer coach, you will need to contact the school's Athletic Director.

**Q: How do I report my absences?**

**A:** All classified employees must fill out an electronic [absence certificate](#).

**Q: How many sick days/vacation days have I accrued?**

**A:** Each month your paycheck has the most up-to-date record of your accrued sick and vacation days. It is listed on your check under 'leaves' in the upper left hand corner of your pay check in hours. If you need help reading your check, view the link below.

**Q: When do employees move to the next step of the salary schedule?**

**A:** A classified/probationary employee will move to the next step of the salary schedule after completion and successfully passing the six months probationary period. From this time/month on, the employee will advance to the next step every year until the top step (step 5) has been reached, provided that he/she has a satisfactory evaluation.