
Section A

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ADDITIONAL DUTY DAYS & INCREASED WORK DAY-CERTIFICATED

Certificated Employees - Additional Duty Days

1. When an employee works additional duty days, a personnel requisition must be submitted with a start date, ending date and number of days worked.
2. The Division of Human Resources will input the total calculated time on the amount into Lawson to be paid on the 10th of the following month.

Increased Work Day (6th Period)

Pay for a teacher who has been asked to teach a sixth period is paid their hourly rate. The hourly rate includes base pay and career increment but does not include additives such as master's and doctoral degrees. A personnel requisition should be used to request sixth period teaching assignments. If a teacher is teaching a sixth period, the sixth period is also paid when the teacher is on a staff development day or out on sick leave (if sick hours are available).

1. A Personnel Requisition must be submitted when an employee has an increased work day (6th period).
2. The Division of Human Resources alerts Payroll that there is an increased work day by placing a change on the PA52.5 screen.
 - a. Action, Number: Paychange
 - b. Position Level: 30
 - c. Effective: date
 - d. Reasons: Six
3. Payroll receives the time from the school site on the Hourly Timesheet. The 6th period will be coded at "SXT."
4. "SXT" code pays at the hourly rate plus career increment.
5. Payroll inputs the hours on time-sheets into Lawson from the 1st -31st paid on 10th of the following month.
6. In order to qualify for sixth period, the course taught must be listed on the Master Schedule.

The following information is intended to clarify your questions concerning sixth period compensation:

- Does a teacher receive compensation for their sixth period for institute days? **NO**
- Does a teacher receive compensation for their sixth period for staff development? **YES**
- Does a teacher receive compensation for their sixth period when they are not working due to illness? **YES**

Section A

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ADMINISTRATIVE SUBSTITUTE PROCEDURES

The following guideline should be used to obtain administrative substitutes:

1. If a school has a single administrator, accommodations will be made on a case by case basis. However, a substitute will not be provided for professional development.
2. If a school has other administrators, i.e. Vice Principal, Guidance Learning Advisor, School Counselor, etc., a substitute may be provided for illness after the third day of absence.
3. If an administrator will be out due to special circumstances for two weeks or longer, the Assistant Superintendent will work with the Associate Superintendent in Human Resources/Labor Relations and the Deputy Superintendent of Administrative Services/Business Division to make accommodation on a case-by-case basis.
4. The Assistant Superintendent will be responsible for funding substitutes for administrators. An event number is required for substitute coverage and will be put into SmartFind Express as a vacancy.

Section A

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ADVANCED DEGREE PROGRAMS

Management Employees

Management employees who are participating in advanced degree programs who have assignments that take them from their normal workday should do the following:

- A. If the management employee works a 228-day duty year and earns vacation, he or she may use vacation time or personal business leave. An employee may use two (2) days of personal business leave per fiscal year.

- B. If the management employee is on a duty year other than 228 days and does not earn vacation, he or she may negotiate the exchange of duty days. This must be negotiated with the immediate supervisor and must have Cabinet-level approval before the exchange is granted.

Section A

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

AMERICANS WITH DISABILITIES ACT

Fresno Unified School District will comply with the Americans With Disabilities Act of 1990 (ADA) that makes it unlawful to discriminate against a qualified individual with a disability in regard to job application procedures, hiring, advancement, or discharge, compensation, job training, and other terms, conditions, and privileges of employment.. A “qualified individual with a disability” is a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation. . The ADA requires employers to consider whether a qualified individual applicant or employee with a known physical or mental disability can perform the essential functions of his/her position with reasonable accommodation.

Title I of the ADA protects "qualified individuals” with a disability who can perform the essential functions of a position with or without reasonable accommodation." There are many decisions to be made on a case-by-case basis to determine such things as:

- a. Is this a qualified individual?
- b. Is this a disability?
- c. What are the essential functions of the position?
- d. What is reasonable accommodation?

Such decisions must be made by a combination of managers including Human Resources personnel, risk manager, workers’ comp, immediate supervisor, the Union (if applicable), and the individual.

The Division of Human Resources will serve as the organizational point for ADA cases using the following procedures:

1. If you are handling a situation that appears to require a decision dictated by the ADA, notify the Division of Human Resources in writing and include:
 - A. Name and title of individual.
 - B. Description of the apparent problem.
 - C. Current status of the individual.
2. Make recommendations regarding any individuals you believe should be included in a meeting to analyze and discuss the case.
3. A panel of staff members will outline the steps required by the case and the person(s) responsible for each step.
4. Additional meetings with the individual and/or union representatives will be established as part of the overall plan.

Section A

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ANNUAL PAY SCHEDULE OPTIONS: CLASSIFIED EMPLOYEES ONLY

If an employee works *School Days Only*, (10, 10½, or 11 *month duty year*) and wish to have their pay schedule changed, the [Annual Pay Schedule Options](#) form must be completed and submitted to the Division of Human Resources. This form is only accepted in the month of June and it must be submitted by June 30 to take effect the beginning of the next school year. Any forms returned after June 30th will not take effect until the following year.

12 month duty year employees may only be paid on the 12 month schedule.

Section B

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

BEGINNING TEACHER SUPPORT AND ASSESSMENT (BTSA)

Beginning Teacher Support and Assessment (BTSA) is a two year state approved teacher induction program for credentialed teachers who are new to the teaching profession (first and second year), teachers who have been trained out of state, or teachers who hold an SB 2042 preliminary credential. Participating teachers receive structured support, which includes observation and feedback from an experienced teacher. FUSD utilizes the New Teacher Formative Assessment System (NTC FAS) that consists of a series of processes that blends teaching knowledge with performance through a plan, teach and reflect process. It integrates the California Standards for the Teaching Profession (CSTP) and the California academic content standards.

Participating teachers have the opportunity to participate in a variety of professional development workshops, observe exemplary teaching practices, and work with full-time release Teacher Development Coaches to build and refine a foundation of teaching skills.

Site Administrators' responsibilities to the BTSA Induction program are outlined in the "MOU/Commitment: Site Administrator." The MOU is passed out annually by the BTSA Induction program and should be signed and returned to them.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CHILD ABUSE - WHAT IS IT?

Any act of omission or commission that endangers or impairs a child's physical, psychological or emotional health and development, including:

- Physical injury or death other than by accidental means
- Corporal punishment
- Physical neglect and/or inadequate supervision
- Sexual abuse assault and/or exploitation
- Emotional abuse damage, deprivation

WHAT IS MY RESPONSIBILITY?

If you are in an occupation that falls under Penal Code (PC) 11166.7, for example, a teacher, administrative officer, supervisor of child welfare and attendance, or certified pupil personnel employee, or a licensed nurse, you are a mandated reporter and it is your responsibility to:

- Identify incidents of suspected child abuse-
- Comply with laws requiring reporting of suspected child abuse to the proper authorities-

HOW DO I REPORT?

Call the Fresno County Department of Social Services, Protective Services Division, immediately at 255-8320 and provide the following information:

- Your name
- Your business address
- Your telephone number
- Your title
- Information that gave rise to the reasonable suspicion of child abuse or neglect and the source of sources of that information
- Name of the child and address if known
- Present location of the child
- Nature and extent of injury
- Any other information that led the reporter to suspect child abuse
- Other information as requested

Within 36 hours, complete DOJ form 11166 PC (4-part NCR) as completely as possible. Retain the yellow (last) copy for your personal record. Mail the remaining copies to:

Department of Social Services
Attention: Child Protective Services
Fresno, California 93750-0001

WHERE TO OBTAIN FORMS?

Contact Prevention and Intervention Department at 457-3340

WHAT HAPPENS IF I DON'T REPORT?

You may be found guilty of a misdemeanor and may be held liable for civil damages.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CAN I ASK SOMEONE TO REPORT FOR ME?

When two or more persons who are required to report are aware of an instance of suspected child abuse, it may be agreed that one will make the report. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

WHAT IF THE SUSPECTED CHILD ABUSE IS UNFOUNDED?

You are not liable either in civil damages or for criminal prosecution for reporting as required by law.

CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report a known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensees, administrators, employees of community care facilities or child day care facilities licensed to care for children; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, personnel of residential care facilities; social workers or probation officers; administrators or presenters of residential care facilities

“Medical practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 1797) of the Health and Safety Code or psychological assistants registered pursuant to Section 2913 of the Business and Professions Code.

“Non-medical practitioner” includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children.

PENAL CODE SECTION 11166

(a) Except as provided in subdivision (b), any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. For the purpose of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.

(b) Any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any way, may report such known or suspected instance of child abuse to a child protective agency.

(c) Any commercial film or photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative or slide depicting a child under the age of 14 years engaged in an act of sexual conduct, shall report such instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practically possible, by telephone and shall prepare and send a written report of it with a copy of the film, photograph, videotape, negative or slide attached within thirty-six (36) hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

- (1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
- (2) Penetration of the vagina or rectum by any object.
- (3) Masturbation, for the purpose of sexual stimulation of the viewer.
- (4) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.
- (5) Exhibition of the genitals, pubic or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(d) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse may report the known or suspected instance of child abuse to a child protective agency.

(e) When two or more persons who are required to report are present and jointly have knowledge or a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by such selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so, shall thereafter make the report.

(f) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties and no person making such a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with the provisions of this article.

(g) A county probation or welfare department shall immediately, or as soon as practically possible, report by telephone to the law enforcement agency having jurisdiction over the case to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office, every known or suspected instance of child abuse as defined in Section 11165, except acts or omissions coming within the provisions of paragraph (2) of subdivision (c) of Section 11165, which shall only be reported to the county welfare department. A county probation or welfare department shall also send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

(h) A law enforcement agency shall immediately, or as soon as practically possible, report by telephone to the county welfare department the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse reported to it, except acts of omissions coming within the provisions of paragraph (2) of subdivision (c) of Section 11165, which shall only be reported to the county welfare department. A law enforcement agency shall also send a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it is required to make a telephone report under this subdivision.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

COACHES – ATHLETIC

California Education Code Sections 35179.7 requires the State Board of Education to adopt rules and regulations that establish standard ethical conduct practices of all employees (temporary, probationary, or permanent) who provide supervision and instruction in interscholastic athletic programs and activities. These employees are prohibited from exerting undue influence in a pupil's decision to enroll in an athletic program or from influencing a pupil's decision to enroll in an athletic program for his/her personal gain.

Title 5, California Code of Regulations, 5593: Temporary Athletic Team Coach Qualifications and Competencies applies to any person serving at any grade level as a temporary athletic team coach. The District shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of:

1. Care and prevention of athletic injuries, basic first aid, and emergency procedures
2. Coaching techniques
3. Rules and Regulations in the activity being coached
4. Child or Adolescent Psychology, whichever is appropriate to the grade level of the involved sport activity

SELECTION OF COACHES

Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall first be offered the position. (Education Code 44919) The Governing Board authorizes the use of non-certificated temporary athletic team coaches when an annual search among the District's certificated employees fails to identify qualified persons able to fulfill the District's coaching needs. (Code of Regulations 5592) The hiring of non-certificated coaches shall be subject to Board approval and based upon the recommendation of the Superintendent or designee.

CERTIFICATION OF COACHING

The State of California mandates that all coaches must obtain a Certificate of Coaching BEFORE the start of a sport activity. The Athletic Department offers certification classes throughout the year. Certification is valid for up to 2 years. For more information, please contact the Athletic Department at 457-3655.

NON-DISTRICT EMPLOYEES

All new employees to Fresno Unified School District MUST report to Human Resources and fulfill the following requirements PRIOR TO WORKING:

1. Complete and submit a Supplemental New Hire Packet for Employment
2. Show proof of a negative TB skin test (taken within the last 12 months)
3. Provide Human Resources with a valid form of identification and an original Social Security Card.
4. Receive fingerprint clearance through Human Resources from both the DOJ and FBI.

VOLUNTEER COACHES

Volunteer Coaches are required to complete a [Volunteer Application Form](#). All active volunteer coaches must have a completed Volunteer Application Form and proof of a negative TB skin test on file with volunteer site/department DOJ and FBI fingerprints must be cleared through Human Resources PRIOR to the start of an assignment. **The cost for fingerprints is \$65.00 made payable to FUSD by cashiers check or money order ONLY.**

NOTE: All new employees and volunteers must be fingerprinted through Fresno Unified School District. Fingerprint clearance from another agency will not be accepted. The Human Resources office is open for fingerprinting Monday thru Friday from 8:00 a.m. to 4:15 p.m., on a walk-in basis only. Due to the demand of fingerprinting, no appointments are given. For more information, please call 457-3500 or 457-3504.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

COBRA – CONTINUATION OF GROUP HEALTH COVERAGE

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) medical coverage may be continued by certain covered persons beyond the date coverage would otherwise terminate. This is referred to as the “continuation of coverage.” This notice is intended to inform FUSD employees in a summary fashion of his/her rights and obligations under the continuation coverage provisions of the law. We encourage employees, his/her spouse, and his/her dependents (if applicable) to take time and read this notice carefully.

FUSD Employees who are covered by a medical, dental or vision program have the right to elect continuation of coverage if they lost coverage because of reduction of hours or termination of employment (for reasons other than gross misconduct). Employees may elect to continue under selected plans for 18 months.

Spouses of FUSD Employees who are covered by a medical, dental or vision plan have the right to choose continuation of coverage for themselves for any of the following reasons: death of spouse (continued for a 36-month period); termination of spouse’s employment for reasons other than gross misconduct (continued for an 18-month period); reduction in spouse’s hours of employment (continued for an 18-month period); divorce or legal separation from spouse (continued for a 36-month period); or spouse becomes entitled to Medicare (continued for a 36-month period).

Dependent Children of FUSD Employees who are covered by medical, dental or vision plan, have the right to continuation of coverage if coverage is lost for any of the following reasons: death of parent (continued coverage for a 36-month period); termination of parent’s employment for reasons other than gross misconduct (continued for an 18-month period); reduction in employment with FUSD (continued for an 18-month period); parents’ divorce or legal separation (continued for a 36-month period); parent becomes entitled to Medicare (continued for a 36-month period); or dependent ceases to be in “dependent child” status under FUSD’s program (continued for a 36-month period).

It is the responsibility of the employee and/or family member to inform FUSD of a divorce, legal separation, or dependent child losing dependent status within 60 days of the event date. Please call the Benefits department at 457-3522. Upon notification from the employee, spouse, or dependent, FUSD will notify you that you have the right to elect continuation of coverage enrolled in at the time that the loss of coverage occurred. Employees, spouse’s of employees and/or dependent children of employees will then have at least 60 days from the date an employee would lose coverage due to a qualifying event described above to inform FUSD that they want the continuation coverage. They will then have a 45-day premium payment period; however, payment will have to be paid to the date that coverage first becomes effective. **If an employee, employee’s spouse and/or dependent child of employees do not choose continuation, his/her insurance coverage will end.**

If the event entitles a qualifying beneficiary to 18-months of coverage and one or more of the following occurs during this 18-month period, his/her coverage may be extended to 36 months: death, divorce, legal separation, or Medicare entitlement. The 18-month period may be extended to 29 months if an individual is determined to be disabled (for Social Security purposes) and FUSD is notified of that determination within 60 days. The affected individual must also notify FUSD within 30 days of any final determination that the individual is no longer disabled. In no event will coverage go beyond 3 years from the date that originally made a qualified beneficiary eligible to elect coverage.

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

If an employee declining enrollment in a benefit plan for himself/herself or his/her dependents (including his/her spouse) because of other health insurance coverage, he/she may in the future enroll himself/herself and his/her dependents in this plan, provided that the employee request enrollment within 30 days after his/her other coverage ends. In addition, if the employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, he/she may be able to enroll himself/herself, his/her spouse and/or his/her dependents, provided that he/she request enrollment within 30 days after marriage, birth, adoption or placement for adoption.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

COLLECTIVE BARGAINING AGREEMENT

Collective Bargaining Agreements (CBA) are sent to each site and department as they are updated. They are also available online.

It is the responsibility of the site administrator to send and abide the by the Collective Bargaining Agreement.

[“COLLECTIVE BARGAINING AGREEMENT”](#)

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

COMPENSATORY TIME – SECONDARY TEACHERS

Secondary teachers are paid at a rate of \$20.23 per period for comp time. They can elect to be paid for all comp time earned each year or they can carry over twenty (20) periods of comp time to be used no later than the next semester of the following year.

Comp time shall be acquired through all the following options: personnel emergencies, school business, or class coverage requested by site administration. Prior approval by principal or designee is required in order to earn comp time.

Please utilize the form provided to submit comp time for payment at the end of the year. Make certain that all of the information requested is provided in the format you choose to submit. Records should be kept at the school site for teachers who elect to carry over up to 20 periods of comp time.

A reminder to submit comp time will be sent to all secondary sites on or around May 1st of each year. Please submit your comp time to the Division of Human Resources no later than June 1st of each year. Forms received by the deadline will be paid in the June pay warrant.

Reference: FTA Bargaining Agreement, Article 7, Compensatory Time

[“COMPENSATORY TIME FOR SECONDARY TEACHERS”](#)

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

COMPENSATORY TIME/OVERTIME PAY CLASSIFIED PERSONNEL

Non-exempt employees, ***with prior approval***, may receive overtime compensation in the form of monetary wages or compensatory time off (comp time) at the discretion of their supervisor. Comp time may be accrued up to a maximum of 240 hours (160 hours of overtime work). Bus drivers have a maximum of 160 hours. Warehouse workers have a maximum of 80 hours, custodians, and gardeners have a maximum of 60 hours of overtime for use as vacation during school summer vacation as management deems operationally feasible. SEE COLLECTIVE BARGAINING AGREEMENTS FOR CLARIFICATION.

An employee who receives comp time must do so pursuant to a written agreement entered into between the supervisor and the employee **before** the work is performed.

Employees may use comp time within a reasonable period of the employee's request to do so, provided that this does not unduly disrupt district operations. The district shall make cash payments for comp time, which has not been taken within 12 months of its accrual (CSEA members are required to use comp time by June 30th of each year. Payout will only be by exception).

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

COMPLAINT PROCESSING GUIDELINES

TYPE OF COMPLAINT	BOARD POLICY/ADMINISTRATIVE REGULATION	PERSON RESPONSIBLE FOR INITIAL RECEIPT AND/OR INVESTIGATION
Complaint Against a District Employee	When an allegation is made against an employee by a student, parent, or community member, and it does not involve sexual harassment, child abuse, or discrimination, the administrator should process the complaint in accordance with the Complaint Against a District Employee BP/AR 1312.1 and follow the appropriate Collective Bargaining Agreement. Do not refer the complaining part to the Uniform Complaint Procedure BP/AR 1312.31. <i>(Complaint Form on District Web Site under Families > Constituent Services)</i>	Site Administrator/ Department Head/Constituent Services Copy to Labor Relations to log.
Student/Parent Sexual Harassment Allegations Against Employees or Other Students	When a student/parent alleges sexual harassment against an employee or another student, the site administrator should process the complaint in accordance with Sexual Harassment BP/AR 5145.7. Assess whether CPS/Law Enforcement should be contacted. <i>(Complaint Form on District Web Site under Families > Constituent Services)</i>	Site Administrator/ Constituent Services
Student/Parent Allegations of Discrimination Against an Employee or in Programs or Activities that Receive or Benefit from State or Federal Financial Assistance and Title IX.	When a student/parent alleges discrimination and/or harassment on the basis of actual or perceived ethnic group identification, religion, age, gender, color, or physical and/or mental disability, sex, sexual orientation, race, ancestry, national origin or in any program or activity that receives or benefits from state/federal financial assistance, the administrator should process the complaint in accordance with the Uniform Complaint Procedure BP/AR 1312.31. <i>(Complaint Form on District Web Site under Families > Constituent Services.)</i>	Site Administrator/ Department Head/Constituent Services Title IX Coordinator Copy to Labor Relations to log.
Complaints Regarding Violations of State or Federal Laws in Specified Programs & Title IX.	When a student/parent alleges failure to comply with federal and/or state laws in any of the following: adult education, child care and development programs, migrant education, vocational education, child care and development programs, child nutrition programs or special education programs and federal school safety planning requirements, the administrator should process the complaint in accordance with the Uniform Complaint Procedure BP/AR 1312.31. <i>(Complaint Form on District Web Site under Families > Constituent Services.)</i>	Site Administrator/ Department Head/Constituent Services Title IX Coordinator Copy to Labor Relations to log.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Complaint Processing Guidelines cont.

TYPE OF COMPLAINT	BOARD POLICY/ADMINISTRATIVE REGULATION	PERSON RESPONSIBLE FOR INITIAL RECEIPT AND/OR INVESTIGATION
Student/Parent Allegations regarding Inadequacy of Instructional Materials, Teacher Vacancy or Mis-assignments or a Condition that Poses an Emergency or Urgent Threat to Health or Safety of Student/Staff	Student/parent allegations regarding the inadequacy of standards-aligned textbooks/instructional materials or state/district adopted textbooks or required instructional materials; access to instructional materials to use at home or after school in order to complete assignments; textbooks or instructional materials in poor/unusable conditions. Semester begins and a certificated teacher is not assigned to teach the class for an entire year/semester; or teachers who lack credentials or training to teach EL class with more than 20 percent EL in class; teacher is assigned to class that lacks subject matter competency. The site administrator should process the complaint in accordance with BP 1312.31 and the Williams Uniform Complaint Procedures, AR 1312.4. <i>(Complaint Form on District Web Site under Families > Constituent Services.)</i>	Site Administrator/ Constituent Services
Child Abuse Complaints	When child abuse allegations are made, immediately determine whether a reasonable suspicion exists to warrant a report to Child Protective Services. If it is determined that a reasonable suspicion exist, the matters should be immediately referred to CPS pursuant to BP/AR 5141.4. When in doubt regarding the necessity for a CPS report, confer immediately with appropriate Assistant Superintendent.	Site Administrator/ Department Head
Employee Sexual Harassment Allegations	When an employee alleges sexual harassment, the administrator should process the complaint in accordance to Sexual Harassment BP/AR 4119.11 and AR 4031. Furnish the complaining party with copy of BP 4119.11.	Site Administrator/ Department Head
Employee Discrimination Allegations	When an employee alleges discrimination against and/or harassment on the basis of actual or perceived ethnic group identification, religion, age, gender, color, or physical and/or mental disability, sex, sexual orientation, race, ancestry, national origin, marital status, pregnancy, medical condition, veteran status, the complaint must be processed in accordance with BP 4030 and AR 4031	Site Administrator/ Department Head
Complaints Regarding Section 504 of the Rehabilitation Act	Complaints regarding Section 504 of the Rehabilitation Act of 1973 should be process in accordance with BP/AR 6164.6. Initially, confer with Assistant Superintendent of Special Education before processing complaints of this nature.	Site Administrator/ Special Education
Complaints Concerning Special Education Programs/Due Process	Complaints Concerning Special Education Programs/Due Process will be processed in accordance with BP 1312.3. Initially, confer with Assistant Superintendent of Special Education before processing complaints of this nature.	Site Administrator/ Special Education

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Complaint Processing Guidelines cont.

TYPE OF COMPLAINT	BOARD POLICY/ADMINISTRATIVE REGULATION	PERSON RESPONSIBLE FOR INITIAL RECEIPT AND/OR INVESTIGATION
Complaints Regarding Content of Instructional/Library Materials	Complaints regarding the content of instructional materials and request for reevaluation of library materials will be processed in accordance with BP/AR 1312.2. Initially, confer with the Administrator of Curriculum and Instruction before processing complaints of this nature.	Site Administrator/ Administrator Curriculum & Instruction
Complaints Regarding Unacceptable Disruptive Behavior	Employees, Parents/Guardian, or public complaints regarding or threatened disruption of school classrooms, activities, and/or operations; threats to the health and safety of students or district employees; battery or assault upon students, district employers or other persons; using obscenities or speaking in a demeaning, loud, insulting and/or demeaning manner; and/or unauthorized entry into district premises and school grounds shall be processed in accordance with the Civility Policy BP/AR 1265.	Site Administrator
Anti-Bullying	Bullying behavior includes, but is not limited to, threats, teasing and taunting by asserting power through physical or verbal aggression. The site administrator should refer to BP/AR 5138.1 when processing complaints of this type.	Site Administrator
Hate-Motivated Behavior	Hate Crimes and motivated behavior consists of acts which cause physical injury, emotional suffering, or property damage, where there is a reasonable cause to believe the crime or behavior was motivated in whole or in part, by the victim's race, ethnicity, religion, sexual orientation, or physical or mental disability. All edged complaints should be processed in accordance with BP 5145.9. When a student/parent alleges the student was subject to hate-motivated behavior, the Principal or Designee shall initially address the complaint in accordance with Hate Motivated Behavior BP/AR 5145.9.	Site Administrator

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CONFIDENTIAL INFORMATION - DISCLOSURE

When phone calls are received from the public in the Division of Human Resources requesting information about employees pursuant to the Public Records Act, you may provide the following information only:

1. Employee's Job Classification
2. Employee's Placement on the Salary Schedule

California Public Records Act, Government Code Section 6250 et seq. governs disclosure requirements of information prepared or used by Fresno Unified School District. Section 6254 (c) provides for an exemption to disclosure of "personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy."

Civil Code Section 1798.3 (a) states: "The term personal information means any information that is maintained by an agency that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters and medical or employment history."

If a member of the public is concerned about the on-the-job activities of an employee, Fresno Unified School District has a complaint process, which is addressed in Board Policy. It is not in the best interests of the District, its employees or the public to accede to demands, which constitute an unwarranted invasion of privacy.

Employee Address and Phone Number

Government Code 6254.3 states:

- (a) The home addresses and home telephone numbers of state employees and employees of a school district or county office of education shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information *may* be made as follows:
 - (1) To an agent, or a family member of the individual to whom the information pertains.
 - (2) To an officer or employee of another state agency, school district, or county office of education when necessary for the performance of its official duties.
 - (3) To an employee organization pursuant to regulations and decision of the Public Employment Relations Board, except that the home addresses and home telephone numbers of employees performing law enforcement-related functions shall not be disclosed.
 - (4) To an agent or employee of a health benefit plan providing health services or administering claims for health services to state, school districts and county offices of education employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents.
 - (5) Upon written request of any employee, a state agency, school district, or county office of education shall not disclose the employee's home address or home telephone number pursuant to paragraph (3) of subdivision (a) and an agency shall remove the employee's home address and home telephone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CONFIDENTIALITY STATEMENT

The Fresno Unified School District Board Policy 4040(a), Code of Conduct/Conflict of Interest, Sections Philosophy and General Obligations apply to all employees and it is the responsibility of each employee of the District to help earn public confidence by his/her own integrity and conduct. Further, each employee is responsible for both the actual and perceived conflicts of interest and incompatible activities that may arise as a result of his/her actions.

Employees may become familiar with accounting information, personnel related files and reports, computer printouts, manuals, contracts, and other confidential information stored on computer paper. Employees have no right, title, or interest in that information and cannot use that information in ways, which are incompatible with, or in conflict with the proper discharge of employment or duties.

Should an employee, in the course of discharge of his/her duties, be made aware of information which he/she believes to be in conflict with the integrity of the organization, he/she will seek appropriate line authority to whom he/she can report such discrepancy and shall retain the necessary confidentiality required in maintaining the integrity of all individuals who are a part of the organization.

Finally, employees do not have authority or responsibility to report discrepancies directly to the general public, nor do they have the right to discuss confidential information with fellow employees or the public except as needed in the regular and necessary course of their duties.

I acknowledge that I have read and received a copy of the above information.

Signature:	Date:
Print Name:	Employee ID Number:

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EMPLOYEES PAID BY AN OUTSIDE AGENCY

This procedure is to be followed when it is determined that a FUSD employee's contract is paid by an outside agency (i.e. Fresno County Office of Education, CSUF).

1. The outside agency contacts appropriate Cabinet level officer and proposes the buyout. If the proposal includes an amount less than the specific employee's total salary and benefits costs, then the Cabinet level officer must decide whether or not they wish to commit funds to the venture to cover the difference in cost.
2. If the answer is YES or if the offer is for a full buyout, the Cabinet level officer will meet with a Human Resources Administrator to provide sufficient information for them to arrange for a written buyout agreement between the outside agency and FUSD.
3. Human Resources is responsible for following up with the outside agency to ensure that a written agreement is executed and a copy is provided to Fiscal Services. A Human Resources Administrator and appropriate Cabinet level officer will sign all agreements for buyouts for FUSD. All contracts are subject to approval by Superintendent or designee.
4. If the outside agency official contacts a Human Resources Administrator first, they will be directed to the appropriate Cabinet level officer.
5. If the outside agency approaches a school site principal first, the principal will discuss it with the Assistant Superintendent who will, if they agree, follow steps 2 and 3.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CONTRACTS – CERTIFICATED RETIREES

Employees retired from FUSD may be rehired to provide services on a temporary basis to the District. The retired employee must complete New Hire Packet, prior to starting, which allows the District to report earnings to STRS. Retiree salary will be based on the job duties/position (Ed. Code 24214). Step placement may be based on their years of service to the District up to the maximum level as determined by the Collective Bargaining Agreement. The longevity additive will **NOT** be factored into the daily rate. If the position is not on the salary schedule, Human Resources and the hiring manager will cooperatively match the duties with a job description and select salary placement accordingly.

APPROVAL PROCEDURES:

- Contracts must be received for review one **month prior** to the starting date of the contract/assignment to allow approval process.
- A cover letter must accompany each contract indicating a description of service to be provided by the retiree, justification/strategic use, and information regarding funding source. In addition to submitting a retiree contract and cover letter, a “retiree contract checklist” form must also be forwarded at the same time. **All forms must be typed!**
- Contracts require approval of the Department Head/Principal, Assistant Superintendent or designee accountable for the funding, Associate Superintendent, and the Associate Superintendent, Human Resources/Labor Relations.
- Contracts over \$15,000 are subject to Board approval. After all required signatures are received; Human Resources will submit contracts in a timely manner to the Board Secretary for Board approval.
- Contracts will indicate the Board approval date.

HIRING PROCEDURES:

Retiree contracts must be completed by the hiring office or department prior to employment. The retiree must get a physician's clearance of contagious disease (if most recent TB test is older than one year) and complete a W-4 and DE 4 form which are include in the New Hire Packet. Retiree contracts and forms may be requested through the Supplemental Services desk at 457-3507. Prior to a retiree starting work, the retiree must have received fingerprint clearance through Human Resources, have submitted a TB test, and have their contract approved by all parties. There is no fee for fingerprints to FUSD retirees.

PAYROLL PROCEDURES:

Retiree hours are to be submitted on the Hourly time sheet and forwarded to Payroll on the 1st of the month for the prior month to be paid on the 10th of month after receipt. If not pre-printed the following information will be needed: the position ID, hourly rate, date range of the contract, and description of the contract. The Event Type on the time sheet must be "SSR".

Extra Pay Extra Service contracts, to be paid in one lump sum will be paid on the last day of the month after completion of the contract. No time sheet is required.

[“Approval Procedures Memo”](#)

[“Retiree and Supplemental Criteria Matrix”](#)

[“RETIREE CONTRACT CHECKLIST”](#)

[“Retiree Contract”](#)

[“FREEDOM FROM CONTAGIOUS DISEASE”](#)

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CONTRACTS – SHARED CERTIFICATED

Following is the procedure to submit a request for a shared contract between two teachers:

The principal must authorize an agreement of the shared contract in writing with a statement that the shared contract will not disrupt the learning opportunities of the students involved. The authorization should be specific to the teachers involved. A withdrawal of one of the teachers invalidates the shared contract and the other teacher will need to complete the contract.

The principal and the teacher involved will prepare a plan to assure that the instructional program remains intact and that all staff development, meetings, conferences, parent contacts and report cards will be maintained. This plan will be in writing and will be signed by the principal, the teachers and the Division office for approval.

The total salary and benefits will not exceed 100%. Health benefits cannot be granted to a teacher who works less than 50%. One teacher will need to agree to work less than 50% for the entire school year so that the district will not be liable for benefits for two teachers sharing one position. (Note: two separate requisitions will need to be prepared for each teacher). A statement should be prepared disclosing that the teachers understand that they have resigned rights to a 100% position. The starting and ending dates must be specific. Shared contracts may only be good for one school year.

Approval for shared contracts is not automatic. Submit the shared contract statements signed by the Division office, principal and both teachers. Each proposal will be evaluated separately and the Division of Human Resources will have final approval.

[“SHARED CONTRACTS”](#)

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CREENTIALS ADMINISTRATIVE POSITIONS

Candidates applying for administrative positions, including “interim” positions, summer school/intersession, as well as personnel serving in substitute administrative positions, must verify that they hold a valid Administrative Credential, Administrative Certificate of Eligibility, or are eligible for a University Administrative Internship Credential. Candidates who hold an Administrative Certificate of Eligibility should be aware of the following:

- First Level (Tier I): The Certificate of Eligibility issued to candidates who complete Tier I of the Administrative Credential Program authorizes the holder to seek initial employment as an administrator, but it DOES NOT authorize ongoing administrative service. Personnel who accept a paid administrative position, including “acting or interim” positions with differential pay, or summer school must file for the preliminary administrative services credential. The preliminary is issued for five years and starts the “time clock” for the completion of the Professional Administrative Services Credential (Tier II).
- Second Level (Tier II): The candidate will be required to complete the second level program (the equivalent of 24 semester units) and fulfill the required two years of administrative experience.

NOTE: Upon selection for an administrative position, candidates who hold a Certificate of Eligibility or Internship Credential must show verification of the appropriate credential prior to beginning the assignment.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Credentials – Administrative Positions cont.

Chancellor's Fellowship cont.

3. Offer an intensive induction process, based on five common standards and supported by on-site mentoring by high performing site principals.
4. Provide an opportunity for Fresno/Clovis districts to identify and recruit 20 new administrative candidates who can meet the learning needs in this diverse urban area of Central California.
5. Provide full tuition for an annual cohort of 20 education administration interns to assume entry level administrative positions in local schools, while earning the Preliminary Administrative Services Credential and Master of Arts Degree in Education.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CREREDENTIALS CERTIFICATED POSITIONS

ALL CREDENTIALS MUST BE REGISTERED WITH THE FRESNO COUNTY CREDENTIALS DEPARTMENT. A COPY OF THE CREDENTIAL MUST ALSO BE SUBMITTED TO HUMAN RESOURCES.

Certificated personnel must have a valid credential and shall not be assigned outside the scope of their credential or fields of study except as allowed by law.

The Credentials Office of the Fresno County Department of Education sends a letter of notification regarding an expiring credential to personnel thirty days prior to the expiration date, allowing ample time to renew. Clear Credential renewals are completed online at www.ctc.ca.gov.

Holders of a Preliminary Credential must meet the renewal requirements list on the credential.

Section C

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CREREDENTIALS SUBSTITUTE POSITIONS

The California Commission on Teacher Credentialing has issued the following statement:

Whether the assignment is during the regular school year or during a summer school session, the individual must hold the appropriate credential to perform the service. The school district and the county office are held accountable in their monitoring for holders of all substitute assignments. The holder of an Emergency 30-Day Substitute Teaching Permit may serve in a classroom assignment as well as a summer school assignment provided the employing agency can verify that the individual is serving as a substitute for a credentialed teacher and the assignment is not more than 30 days (20 for Special Education) for one teacher. The holder of an Emergency 30-Day Substitute Teaching Permit is not the teacher of record as he or she is serving as a substitute.

Different Substitute Credentials:

1. **Emergency 30-day Substitute Teaching Permit-Title 5 80025**
 - a. *“This permit authorizes the holder to serve as a substitute teacher for not more than thirty days for any one teacher during a school year in grades twelve and below, including preschool, and in classes organized primarily for adults.”*
2. **Emergency Career Substitute Teaching Permit - 60-day Substitute Teaching Permit-Title 5 80025.1**
 - a. *“This permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year. The holder may serve for 20 days in a special education classroom. The permit is valid for one year and is renewable.*
 - i. To qualify for this permit, the employer must verify three consecutive years of at least 90 days per year of day-to-day substitute teaching in the California school district requesting the permit. The three year period must immediately precede the date of the application.
3. **Substitute in Special Education Classroom, Education Code 56061(a)**
 - a. *Specifies that individuals who hold documents authorizing substitute teaching may not serve in a special education classroom for any one teacher more than twenty days during a school year.*
4. **Substitutes with a Full Teaching Credential**
 - a. *Fully credentialed teachers may substitute for more than thirty days for any on teacher.*

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

DEATH OF AN EMPLOYEE

If a school site or department receives notification that one of their permanent employees has passed away, they must notify Human Resources. Please call 457-3509 or 457-3540. Family members should be directed to contact the Benefits and Risk Management Departments at 457-3561.

Please be prepared to provide the following information when you call:

- Name
- Social Security Number
- Date of Death
- Relative to call for information about deceased
- Relative's phone number

A notification of death will be sent from Human Resources to the following:

- Associate Superintendent-Division of Human Resources
- Benefits
- Payroll
- STRS or PERS

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

DEFINED BENEFIT PLAN PART-TIME EMPLOYEES

DEFINED BENEFIT PLAN

The Defined Benefit Retirement Plan, effective January 1, 1992, provides part-time employees with an extra source of income at retirement. The benefit starts to grow when an employee joins the plan. Each year of participation, before-tax contributions to the Plan will be made.

ELIGIBILITY AND PARTICIPATION

You will participate in the Plan on your employment date (or January 1, 1992) since the District is required to cover you by law, pursuant to the Omnibus Budget Reconciliation Act of 1990. The cost of the plan is split evenly between you and the District and is based on the number of employees eligible to participate.

NORMAL FORM OF RETIREMENT BENEFITS

The most common form of benefit payment is a single, lump-sum distribution in the calendar year following your termination.

TERMINATION OF EMPLOYMENT

If you terminate your employment with the District for any reason other than death or retirement, you are entitled to receive your accrued benefit. The employee will be contacted by the Benefits & Risk Management Department the February following the year of separation.

VESTING

You are always 100% vested in your accrued benefit. This means you cannot lose your benefit for any reason.

HOW TO APPLY FOR BENEFITS

When you are ready to retire, contact the Plan Administrator for estimates of the benefit payments you can expect to receive and forms to complete so payment can be made. If your claim or request is denied, or if you believe you are entitled to receive a different amount, you can request a review from the Plan Administrator:

**PLAN ADMINISTRATOR/Defined Benefits
Fresno Unified School District
2309 Tulare Street
Fresno, CA 93721**

For questions, please call the Benefits Dept. at 559-457-3520

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

DIFFERENTIAL PAY – MANAGEMENT

Management differential pay is intended for those regular district employees requested to temporarily work in a management position in a higher salary classification than the position they currently hold.

Example: A vice principal at an elementary school is asked to fill in for the principal while he/she is on a leave of absence.

Differential pay will begin after an employee has served in the higher management classification for ten days. If the position continues beyond ten days, the differential pay will begin on the eleventh day and be credited retroactively to day one of the assignment for as long as the assignment continues. The rate of pay will be calculated for each individual employee using the District practice of granting a 5% salary increase based on his or her current daily rate.

The process for requesting differential pay requires a personnel requisition and a Differential Pay Request form. Both forms should be attached to each other and follow the same procedure for signature as a typical personnel requisition.

It is important to note that the differential pay request must have beginning and ending dates and is only required when the management assignment goes beyond ten days.

[DIFFERENTIAL PAY REQUEST](#)

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

DIRECT DEPOSIT

Salary payments can be electronically deposited to the banking institution of an employee's choice.

The enrollment agreement is effective for the first payroll period in which it is received in Human Resources on or prior to the established cutoff date of the 15th of the month. On paydays, a direct deposit warrant containing all information relevant to an employee's EFT (electronic funds transfer) will be sent to his/her worksite.

Separation from employer will terminate the agreement. Final wages may not be subject to electronic funds transfer. When you return to District employment after any length separation, you must sign a new Electronic Funds Transfer agreement.

If the financial institution rejects an electronic funds transfer, due to account closure or inaccurate information, a paper check will be issued. The processing of this check can take up to ten days.

["DIRECT DEPOSIT"](#)

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

DISCIPLINE

Documentation of Performance and Professional Conduct

PURPOSE OF EMPLOYEE DOCUMENTATION:

- To improve employee performance through effective communication while honoring the Collective Bargaining Agreements
- To provide clarity to both the employee and employer on facts surrounding a situation in question
- To take necessary steps to deal with deficient employee performance, particularly if termination is expected

FRISK MODEL:

Follow the FRISK Model to document employee performance which needs attention and/or improvement.

<p style="text-align: center;">F</p> <p><u>Facts:</u> What did the employee do?</p>	<p>Identify the specific behavior and describe the conduct in complete and explicit terms. If necessary, provide specific examples to clarify and provide the proper factual foundation</p>
<p style="text-align: center;">R</p> <p><u>Rule:</u> What should the employee have done?</p>	<p>Add the rule, authority or expectation related to the deficient behavior/performance. The rule, authority expectation could be a Board Policy, Administrative Regulations, Education Code, adopted curriculum, professional standards. Include previous violations on the same area/topic</p>
<p style="text-align: center;">I</p> <p><u>Impact:</u> What was the impact of the employee's conduct on the District?</p>	<p>Include facts that describe the negative or adverse effect of the employee's conduct on students, other employees, parents, the District</p>
<p style="text-align: center;">S</p> <p><u>Suggestions:</u> When and what do you want the employee to do to improve performance? What will happen if there is no improvement? How can you help the employee to improve?</p>	<p>Include clear and unequivocal direction on the appropriate conduct you expect the employee to follow, suggestions for improvement, consequences for failure to comply, and the corresponding time-lines</p>
<p style="text-align: center;">K</p> <p><u>Knowledge:</u> Does the employee have knowledge of the document as required by Education Code Section 44031?</p>	<p>Include language notifying the employee of the right to file a response to a derogatory document prior to placing a document in the employee's file.</p>

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

REQUIRED ACTIONS BY THE SITE ADMINISTRATOR:

- Refer to the appropriate Collective Bargaining Agreement to verify the necessary procedures to follow
- Please note that disciplinary processes for classified and certificated are very different
- Document the time and specific conversation of any informal conversation with the employee
- Maintain a file with all documentation
- When in doubt about an action, call you Human Resources Administrator to discuss the appropriate solution
- Employees have the right to inform their union about ant interactions they deem to be disciplinary in nature
- If an employee requests union representation, attempt to schedule a time to meet with the employee and their union representative

OTHER REFERENCES/SOURCES OF INFORMATION:

- FUSD/FTA Collective Bargaining Agreement
- FUSD/SEIU Collective Bargaining Agreement
- FUSD/CSEA Collective Bargaining Agreement
- FUSD/FASTA Collective Bargaining Agreement
- BP/AR 4218 Classified Discipline

Section D

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

DISMISSAL – CERTIFICATED EMPLOYEES

Before dismissal of a certificated employee always contact the **Division of Human Resources Administrator** for your site. Refer to Administrator Assignments.

Human Resources, Administrator 457-3625 or 457-3506

Step by step procedures for non-reelection of temporary/probationary certificated employees please refer to the following Ed Codes.

<u>Dismissal of Permanent Employees:</u>	Reference:	ED CODE 44932
<u>Dismissal of Probationary Employees:</u>	Reference:	ED CODE 44948.3
<u>Dismissal of Temporary Employees:</u>	Reference:	ED CODE 44954
<u>Decision Not to Rehire:</u>	Reference:	ED CODE 44929.21
<u>Dismissal of Substitute Employees:</u>	Reference:	Human Resources, Administrator

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EMERGENCY INCIDENT REPORTING

Incidents that fall within the following categories are to be reported to the Division Offices:

1. Any incident involving **serious** bodily injury to a student or District employee that may result in permanent disability and/or is life threatening.
2. Any incident that may result in a claim for damages or litigation against the District.
3. Any incident that may jeopardize the safety or security of District staff and/or students, i.e. a gas leak, a fire, a bomb threat, etc.
4. Any incident that may generate media exposure.

When reporting an incident in the categories listed above, please use the following guidelines:

1. Report should include pertinent facts: when, where, how, and who (when appropriate). There may be incidents involving students when it is necessary to protect the privacy rights of the students, i.e. incidents regarding alleged sexual abuse.
2. The Assistant/Associate Superintendent or Cabinet-level supervisor should consider advising the following offices, if appropriate:
 - Superintendent
 - Chief Financial Officer
 - Risk Management
 - Legal Counsel
 - Public Information
 - Human Resources/Labor Relation
3. The Assistant/Associate Superintendent or Cabinet-level supervisor will prepare a **written** report summarizing the incident and submit it **immediately** to the Superintendent.
4. The Superintendent or designee will make the determination as to the dissemination of the report to the Board of Education.
5. Any incident involving alleged child abuse, even if seemingly minor, must be reported to Child Protective Services.

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ANNUAL EMPLOYEE NOTIFICATIONS (MANDATED)

The Division of Human Resources is required by Federal law, State law, Education Code, and Board Policy to provide you on a yearly basis with the following notifications that may affect the terms and conditions of your employment:

- *Child Abuse Reporting Requirements – Board Policy 5141.4/Administrative Regulations 5141.4
- *Child Abuse - What Is It?
- Confidentiality Statement
- District's Private Policy
- Drug and Alcohol-Free Work Place Notice to Employees - Board Policy E 4020
- Drug-Free Work Place - Board Policy 4020
- *Sexual Harassment Board Policy 4119.11
- *Sexual Harassment - Initial Report of Incident
- *Sexual Harassment - Investigation Report
- Uniform Complaint Procedures – Board Policy 1312.31/Administrative Regulations 1312.31
- Use of Facilities - Tobacco Free - Board Policy 1120.1/Administrative Regulations 1120.1
- *Use of District Technology, Networks, Internet – Administrative Regulations 1120.1

*The areas noted with an asterisk are required to be on staff meeting agenda and review with all staff within the first quarter of each school year.

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ANNUAL EMPLOYEE NOTIFICATIONS (NON-MANDATED)

The Division of Human Resources is required by Federal law, State law, Education Code, and Board Policy to provide you with the following notifications that may affect the terms and conditions of your employment.

Americas with Disabilities Act
Appointment and Conditions of Employment Certificated Personnel – Administrative Regulation 4112
Appointment and Conditions of Employment Classified Personnel – Board Policy 4212/Administrative Regulation 4212
Blood born Pathogens – Board Policy 4119.43
Confidentiality Statement
Continuation of Group Health Coverage – COBRA
Drug and Alcohol Testing for District Drivers – Board Policy 4112.42/Administrative Regulations 4112.42
Employee Security - Board Policy 4158 & Administrative Regulations 4158
Employees With Infectious Disease - Board Policy 4119.41
Employment References - Board Policy 4112.61
Exposure Control Plan for Blood born Pathogens Administrative Regulation 4119.43
Family and Medical Leave Act - Leave
Hazardous Substances Board Policy 3514.1 & Administrative Regulations 3514.1
Health and Welfare Benefits - Board Policy 4154
Infectious Disease Education - Board Policy 4119.42
Legal Status Requirement - Board Policy 4111.2
Nondiscrimination in Employment - Board Policy 4030
Oath or Affirmation
Promotion/Demotion/Reassignment - Management, Supervisory and Confidential Personnel - Board Policy 4313.2
Safety/Injury and Illness Prevention Program - Board Policy 4157
Sexual Harassment - Administrative Regulation 4119.11
Worker's Compensation Benefits

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EMPLOYMENT OF PERSONNEL

All new hires for Fresno Unified School District should be advised that their employment is contingent upon Board approval.

Both classified and certificated new hires may begin work before a Board meeting. They should be listed on the Board Agenda A-1 Personnel List and sent to the first Board meeting following the hire date.

The Management Hiring Process is as follows:

Board/Superintendent Approval During Closed Session

- E-25 or higher: Management Promotions/New Hires
- E-24 Titles: Vice Principal I & Vice Principal
- Lateral Titles: Principal, Assistant Principal, Vice Principal I & Vice Principal
- All Management positions filled with an outside applicant regardless of the salary grade.

Superintendent Signature Required – No Board Approval Needed

- Management positions salary grade E-24 or lower (except those listed above)
- Management positions filled with a lateral (except those listed above)

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EVALUATIONS - CLASSIFIED

Permanent Classified, Supervisory, and Confidential Employees

Permanent classified employees, including supervisory and confidential, are evaluated every other year. Employees not evaluated last year or if their evaluation was not satisfactory, will be evaluated this year. Notification of employees to be evaluated annually is sent to school sites and departments by September of each year.

Probationary Classified, Supervisory, and Confidential Employees

Probationary employees receive 5 month and 11 month evaluations based on their initial date of hire. After they have completed their probationary period, they are evaluated every other year. Notification of probationary employees to be evaluated is sent to school sites and departments 1 month prior to the 5 and 11 month evaluations.

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EVALUATIONS CERTIFICATED/CLASSIFIED MANAGEMENT

EVALUATION SCHEDULE:

- Review period is July 1st through June 30th
- Minimum every other year evaluation of management personnel
- Exceptions can be initiated by evaluator or the evaluatee
- Evaluation timeliness and quality are tracked and reviewed by Human Resources
- All management employees are to complete the self-assessment and professional development plan annually, regardless of their evaluation status

STEPS AND TIMELINESS:

- **Step I (July – October)**
The employee to be reviewed and his/her supervisor shall hold a Preliminary Review Process to review the Leadership Standards. The employee shall complete a self-appraisal and return it to the supervisor
- **Step II – Progress Review Process (November – February)**
The supervisor and employee shall meet to discuss the status of the leadership standards attainment. If there are performance concerns in meeting the Leadership Standards, the evaluator should document and an Improvement Work Plan should be developed
- **Step III – Final Review Process (March – June)**
Evaluator will evaluate the proficiency achieved during the review period using The Leadership Performance Rating
- **Step IV – Final Conference (May – June)**
A conference shall be held to review the ratings. Any evaluatee receiving one or more “Does Not Meet Standards” must be evaluated again the following year. The evaluator and the evaluatee will identify goal statements for each rating of “Does Not Meet Standards” and an improvement plan will be required for each standard. Evaluatee may attach comments to form
- **Step V – Document to Human Resources (No later than June 30th)**
The evaluator provides the original of the Administrative Management Performance Appraisal to the Human Resources Department by June 30th

OTHER RESOURCES/SOURCES OF INFORMATION

- BP/AR 4315 Evaluation and Supervision
- Management Team Handbook of Working Conditions and Benefits

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

- Evaluation forms can be found on the Human Resources Department website

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

STULL BILL EVALUATIONS

TRADITIONAL SCHOOLS

As the administrator of the Stull Evaluations at your site, you must identify Limited English Proficient programs and discuss criteria established by the Compliance Agreement with teachers.

The Compliance Agreement states: “Teachers will develop goals and objectives in conjunction with Stull Bill evaluations consistent with the Master Plan pertaining to the implementation of Limited English Proficient programs. The evaluations will be conducted by the principal with participation by a qualified evaluator with substantive expertise in programs and methodology for instruction of Limited English Proficient students.”

Specific criteria will include, but not be limited to:

- Enrollment in classes leading to certification.
- Use of appropriate materials.
- Utilization of appropriate self-esteem/self-image curricula.
- Use of appropriate methodology and curricula.

This agreement should be discussed during the teacher’s Preliminary Conference and the goals and objectives agreed upon in order to meet the above agreement. The comments section of both the preliminary and summary evaluations should note the goals and objectives addressed during the Preliminary Conference relating to the Compliance Agreement.

Certificated personnel serving in the following classifications are to be evaluated in the current school year:

- All regular certificated personnel who were **not** evaluated in last school year.
- All temporary and probationary certificated personnel.
- All certificated personnel on Strategy for Assistance from prior year.

Please carefully check the enclosed printout to be sure it is correct. Some personnel changes may not have been made at the time the printouts were requested. Please **delete** any person from your list who is no longer at your site and **add** anyone who falls under the above guidelines. Employees assigned to your site after the intent deadline may be **added** to the list at any time during the school year.

Please refer to the Stull Bill calendar located on the Human Resources website for Intent Phase deadline. Intent lists are located on Human Resources Sharepoint website.

Please keep the Preliminary Conference forms at the school site.

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EXTRA PAY CONTRACTS

Principals are responsible for monitoring EPES budgets to make sure that allocated amounts are not exceeded. The Assistant Superintendents of each division are required to approve these contracts. Following are procedures related to Extra Pay /Extra Services Contracts:

HIRING PROCESS

When an employee is selected for an Extra-pay Contract, a contract must be completed at the site or department. Contracts must be submitted through the Contract Utility which can be downloaded from Sharepoint. Please retain a copy for your records, as original contracts will not be returned to sites/departments. Submit completed contracts to the Division Office. When the Division Office has approved the contract, it will be forwarded to Human Resources.

Employees working on Extra-pay Contracts will be paid on the last working day of the month in which the contract is complete. For example, if the end date on a contract is April 30th, the employee will be paid on the last working day in April. To insure employees are paid in a timely manner, all necessary information must be received in Human Resources by the 15th of each month.

All new employees to Fresno Unified School District MUST report to Human Resources and fulfill the following requirements **PRIOR TO WORKING:**

- Complete and submit Extra-Pay/Supplemental Services Application for Employment
- Show proof of a negative TB skin test (taken in the last 12 months)
- Receive fingerprint clearance from Human Resources

COACHES

All coaches, volunteer or paid, must have a Certification of Coaching BEFORE the start of a sport activity. This is State-mandated and valid for up to 2 years. The Athletic Department offers Certification classes throughout the year. For more information, please contact the Athletic Department at 457-3655.

Volunteers and Volunteer coaches must complete a Volunteer Profile, be fingerprinted and have fingerprint clearance prior to starting assignment. Volunteer coaches must also have a current TB skin test on file with their Volunteer Profile. Coaching contracts require additional requirements to those listed above. See Section C for Coaching Contracts.

NOTE: All new employees and volunteers must be fingerprinted through Fresno Unified. Fingerprint from another agency will not be accepted. The Human Resources office is open for fingerprinting Monday thru Friday from 8:00 a.m. to 4:00 p.m., no appointment necessary. The cost for fingerprints is \$65.00 for all coaches, paid or volunteer, and \$50.00 for all other paid positions, made payable to FUSD by cashier's check or money order only.

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

BUDGET NUMBERS FOR EPES CONTRACTS

Budget numbers are now allocated per site. Each site is able to monitor the EPES budget on-line through the *Custom Reports* section of Lawson. When completing EPES Contracts use the following budget numbers:

03-0172-SITE#-1110-4000-2960	Outdoor Camp
03-0172-SITE#-1110-4000-2960	Traffic Patrol
03-0172-SITE#-1110-4000-2960	Certificated Employees (except Outdoor Camp & Traffic Patrol)
03-0172-SITE#-1110-4000-2960	Classified Employees & Non-District Walk-On Personnel (except Outdoor Camp & Traffic Patrol)
03-0172-SITE#-1110-4000-2960 Class/Cert	Elementary Sports

PAYROLL PROCEDURES

Employees issued EPES contracts will be paid on the last working day of the month in which the contract is completed. To insure that employees are paid in a timely manner, **all information must be submitted to the Division of Human Resources by the 15th of each month.** Please note the following ending dates of sports events and submit EPES contracts in time for employees to be paid appropriately: Late contracts will be paid at the end of the following month.

A **late** contract **must** be accompanied by a memo stating why the contract started prior to signatures being obtained or approved. The memo must be addressed to and approved by the Cabinet Level Administrator or Administrator in charge of the designated program or the Division office. Late or unreported contracts will be paid at the end of the next pay period.

CONTRACT AMOUNTS

Refer to the Fresno Teachers Association Contract for appropriate salary and experience level.

Contact the Supplemental Services desk at 457-3507.

Section E

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EXTRA PAY EXTRA SERVICES CONTRACTS

CHECK LIST

Complete Contract in Supplemental Contract Utility

- Verify status of individual (current employee/non-district)
- Verify budget line
- Verify rate of pay.
- Verify “Job” code
- Export and send file to supplemental@fresnounified.org

Non-District Personnel/Volunteer

- Send individual to Human Resources to pick up new hire packet
 - individual will need two forms of ID (Driver’s License and Social Security Card) and a cashier’s check or money order for fingerprints in one of the following amounts:
 - Coaches (Paid or Volunteer): \$65.00
 - All other paid positions: \$50.00
 - An individual CANNOT work until clearance is received**
- Current TB skin test within the last 12 months

Fingerprint Clearance/Contract Approval

- School site/department will be notified when clearance has been approved.
 - Individuals may begin working the day clearance is given only if all the necessary paperwork has been turned into Human Resources.

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

FAIR LABOR STANDARDS ACT NON-EXEMPT STATUS

The Fair Labor Standards Act (FLSA) gives guidelines for placing employees in exempt or non-exempt status **for overtime**. The following is a brief description and comparison of responsibilities that will help determine eligibility for overtime (FLSA) status.

EXEMPT EMPLOYEES	NON-EXEMPT EMPLOYEES
May work as long as it takes to get job done	Works a defined work day
Vacation and sick days are in whole or half days	Vacation and sick time are taken in hours of a day
Usually an Executive, Administrative or Professional position	Usually not an Executive, Administrative or Professional position
Most often a degree or a high level of expertise required	Degree or high level of expertise may or may not be required
Consistently exercises independent judgment and discretion	Does not exercise independent judgment or discretion regularly
Is paid to get a job or task done	Is paid to work at a job or task for a defined period of time
Does not qualify for overtime pay or overtime off	Does qualify for overtime pay or time off at a ratio of 1 to 1.5 (time and a half)
Does not qualify for call back pay	Does qualify for call back pay.

The FLSA does include formal definitions for the various categories of exempt employees. Those definitions include the following:

1. Customary and regular direction of the work of two or more other employees (Executive Employees).
2. Regularly requires the exercise of independent judgment and discretion free from immediate direction or supervision, even if the decision is subject to approval by higher level management (Administrative Employees).
3. Requires knowledge of an advanced type in a field or science of learning customarily acquired by a long course of specialized instruction (Professional Employees).
4. Teaching in an educational establishment (Professional Employees).
5. An individual's "primary duty" must be performance of exempt work before the employee can be considered to be exempt (Primary Duty Test).

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

FINGERPRINT PROCESS

NEW HIRE PROCESS

- All new hire employees, including certificated or classified, Permanent, Temporary, Probationary, Substitutes, Supplemental Services employees, and Extra Pay Contract employees (e.g., Coaches) must be fingerprinted upon an offer of employment. Please note: **NO NEW HIRE MAY BEGIN EMPLOYMENT UNTIL FUSD HAS RECEIVED CLEARANCE BY THE DEPARTMENT OF JUSTICE (DOJ) AND FEDERAL BUREAU OF INVESTIATIONS (FBI) AND FUSD HUMAN RESOURCES HAS NOTIFIED THE NEW HIRE THAT HE/SHE IS APPROVED TO START WORK! THIS INCLUDES ALL CLASSIFICATIONS OF EMPLOYEES.**
- All new hires must pay for their own fingerprint costs at the time that they are fingerprinted.
- Payment must be in the form of a money order or cashiers check made payable to Fresno Unified School District. *If an applicant attempts to pay in cash they will be directed to the Post Office window to purchase a money-order etc.*

FEES

- The fingerprinting fee varies depending on the position being hired for. The fees are as follows:
 - Permanent Employees - \$50.00
 - Noon Time Assistants (NTA's) - \$34.00
 - Coaches (Paid & **Volunteer**) - \$65.00
 - Substitutes (Classified & Certificated) - \$50.00
 - Volunteers (Parent, Classroom Aides...) - \$32.00

If an applicant has just located to California, they may be subject to an additional fee for an FBI check.

***Note:** If a substitute employee is hired into a permanent position (classified or certificated) and has already been fingerprinted through the FUSD process, they do not need to be reprinted. However, a record must exist in our system confirming that they have been printed. If no record can be found, the individual should be printed at their own expense as any other new hire. The individual cannot begin in his/her new position until a clearance has been received. The individual will be removed from their current assignment pending clearance.*

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Fingerprint Process cont.

REHIRE PROCESS

- Rehires/retirees are also subject to the complete fingerprint process.

If a former employee applies with FUSD, it is considered a break-in-service for fingerprint purposes and they are subject to all requirements for clearance, including applicable fees.

- 39-Month re-employment.

*If a permanent employee is rehired within 39 months of their last day worked, they are subject to fingerprints and the fee is their responsibility. **Exception:** An employee who is laid off from their former position and rehired during their 39-month reemployment period must be reprinted. However, the District will incur the cost.*

- Coaches, including Volunteer Coaches are subject to all fingerprint requirements.

They may not begin their coaching assignment until a clearance has been received from the DOJ and Human Resources has contacted the Physical Education & Athletics office. The cost of the fingerprinting will be borne by the Coach.

RECORD KEEPING

- The Human Resources Assistant is responsible for logging and tracking all fingerprints and the resulting clearances or records received from the Department of Justice.
- When a clearance is received, the Human Resources Assistant will notify the Human Resources staff member who responsible for making the hire offer to the applicant.

This will be accomplished through the distribution of the Clearance Log.

- HR staff is responsible for checking the log on a daily basis.

Clearances are considered a priority and will receive immediate attention.

- The HR staff member is then responsible for notifying the employee and/or school site that the employees is cleared and establish a start date. The start date must be reflected accurately in the new hire/rehire paperwork and Lawson.
- When a criminal record is received from the DOJ and/or FBI, the Human Resource Assistant will pull the application and attach the record and distribute to a HR Administrator.

It will be HR Administrator's responsibility to assess appropriate action in the cases of all criminal records.

- Offers will be rescinded by HR Administrator.

As stated in the first paragraph, these are guidelines for internal use. Because the interpretation of the law can change, all procedures are also subject to change.

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CRIMINAL CONVICTIONS THAT EXCLUDE SCHOOL EMPLOYMENT

Individuals who have been convicted of certain sex and controlled substance offenses are excluded from school employment per Education Code sections 44010 and 44011. Additionally, individuals convicted of a violent or serious felony shall not be employed by the District pursuant to Education Code section 45122.1 (referencing Penal Code sections 667.5 and 1192.7). The following are Code sections and offense descriptions for offenses that exclude employment in education.

Please Note: While the following list of offenses is representative of most offenses which will exclude individuals from school employment upon conviction it is not exhaustive and is subject to legislative change from time to time. Please consult with Human Resources if you have a question regarding a particular offense.

Sex Offense Violations, Education Code 44010

<u>Penal Codes</u>	<u>Offense Description</u>
261	Rape
261.5	Unlawful Sexual Intercourse Defined
264.1	Punishment when defendant acted in concert with another person to commit rape.
266	Procuring, assignation and seduction.
266j.	Procurement of child under age 16 for lewd or lascivious acts
267	Abduction for prostitution.
285	Incest.
286	Sodomy.
288	Lewd or lascivious acts.
288a	(Oral copulation
288.5	Continuous sexual abuse of minor
289	Forcible acts of sexual penetration .
311.1	Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor
311.2	Sending or bringing into state for sale or distribution; printing, exhibiting, distributing, exchanging or possessing within state; matter depicting sexual conduct by minor
311.3	Sexual exploitation of child.
311.4	Employment or use of minor to perform prohibited acts
311.10	Advertising for sale or distribution obscene matter depicting a person under the age of 18 years engaging in or simulating sexual conduct
311.11	Possession or control of matter depicting minor engaging or simulating sexual conduct
647(a,d)	Disorderly conduct defined: (a) lewd or dissolute conduct; (b) prostitution.
647b	Loitering about adult schools; molesting of pupils
647.6	Child molesters.
243.4(a,b,c,d)	Sexual battery.
314	Indecent exposure (for offenses committed on or after 9/15/61).
272	Contributing to delinquency of minor.
286/288(a)	Sodomy or lewd act on child (for offenses prior to 1975-76 legislation).

Penal Code former Sections: 647a, 647(5), 311(2), 311(1) (for offenses committed before 9/15/61).

Welfare and Institution Code 702 (for offenses prior to 9/15/61).

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Criminal Convictions that Exclude School Employment cont.

Sex Offense Violations, Education Code 44010

Education Code 44010 also includes the following:

1. Any attempt to commit any of the above mentioned offenses.
2. Any offense committed or attempted in any other state or against the laws of the U.S. which, if committed or attempted in this State, would have been punishable as one or more of the offenses specified in Section 440110.
3. Any conviction for an offense resulting in the requirement to register as a sex offender.
4. A sexual psychopath as defined by Welfare and Institution Code, Article 1 (comparing with Section 6300), Chapter 2, Part 2, Division 6.

Controlled Substances Violations- Education Code 44011

Health &

Safety Code

Offense Description.

11350	Possession of designated controlled substance.
11351	Possession or purchase of designated controlled substance for sale.
11351.5	Possession or purchase of cocaine for sale
11352	Transportation, sale, giving away, etc. a designated controlled substance; .
11352.1	Dispensing or furnishing drugs without a license.
11353	Adult inducing minor to violated provision or use or employment of minor for unlawful transactions.
11353.1	Employment of minor for unlawful transactions; additional penalty when adult is at least four years older than minor.
11353.5	Selling or giving controlled substance to minor. Sale of controlled substance to minor on or within 1,000 yards of school property; additional punishment.
11353.7	Preparation for sale or sale of substance to minor in public place.
11354	Minor's employment of fellow minor for unlawful transactions.
11355	Delivery of substance falsely represented to be a controlled substance.
11361	Employment of minors for unlawful transactions.
11366	Maintenance of location for unlawful activities.
11368	Generation and use of forged or altered prescriptions.
11377	Possession of certain controlled substances.
11378	Possession for sale.
11378.5	Possession for sale of phencyclidine (PCP).
11379	Transport, import, sale, etc. of certain controlled substances.
11379.2	Possession for sale: Ketamine.
11379.5	Transportation, sale, distribution of Phencyclidine (PCP); transportation to non-contiguous County.
11379.6	Manufacture of controlled substances - penalties.
11380	Adult using minor as agent for unlawful transactions.
11382	Sale or furnishing of substance falsely represented to be a controlled substance.
11550	Use or under influence of controlled substance or narcotic not lawfully administered.

Health and Safety Code former Sections:

11500 to 11503 inclusive; 11557; 11715; 11721

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Criminal Convictions that Exclude School Employment cont.

Serious and Violent Violations

<u>Penal Codes</u>	<u>Offense Description</u>
37	Treason
128	Procuring execution of innocent person by perjury
136.1/186.22	Threats/intimidation of victims or witnesses
187	Murder
191.5	Gross Vehicular Manslaughter while Intoxicated
192	Voluntary Manslaughter
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
208	Kidnap
209	Kidnap for Ransom
209.5	Kidnap during Carjacking
210	Extortion by posing as kidnapper or by claiming ability to obtain release of victim
212.5	Robbery
215	Carjacking
217.1	Attempt Murder or Assault of Public Official, Juror, or Member of Military
218	Attempt Train Wrecking
219	Train Wrecking or Derailing
220	Assault with attempt to Commit mayhem, rape, sodomy, oral copulation, or other specified offense
222	Administering stupefying drugs to assist in commission of felony
236	False Imprisonment
241	Assault on Peace Officer/etc.
241.1	Assault on Custodial Officer
242	Battery
243	Battery on Peace Officer/etc.
243.1	Battery on Custodial Officer
243.3	Battery on transportation personnel or passenger
243.6	Battery against school employee
244	Assault with caustic chemicals or flammable substances
244.5	Assault with stun gun
245	Assault with deadly weapon
245.2	Assault with deadly weapon on transportation personnel or passenger
245.3	Assault with deadly weapon on custodial officer
245.5	Assault with deadly weapon or stun gun/taser on school employee

Section F

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Criminal Convictions that Exclude School Employment cont.

Serious and Violent Violations cont.

<u>Penal Codes</u>	<u>Offense Description:</u>
246	Shoot at Inhabited Dwelling, etc.
247.5	Discharge Laser at Occupied Aircraft
261	Rape
262	Rape of Spouse by Force/etc.
269	Aggravated Sexual Assault on Minor
273	Willful harm or injury to child
278	Child Stealing
368	Cruelty to Elder/Dependent Adult with Likely Great Bodily
422	Criminal threats
451	Arson
459/460	Burglary
464	Burglary with Acetylene torch, etc.
487	Grand Theft from Person
518/186.22	Extortion
11413	Use Explosive/Destruction Device/Arson to Terrorize
11418	Weapons of mass destruction; possession, transfer, use, etc
12024	Posses Deadly Weapon to Commit Assault
12034	Discharge Firearm from Vehicle at Person
12308	Use Destructive Device or explosive with Intent to Murder
12309	Use Destructive Device or explosive Causing Great Bodily Injury
12310	Destructive Device or explosive Causing Death

Section H

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

HIPAA - THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

Effective **June 1, 1997**, all school districts must provide certain employees and former employees with **certification of health coverage**. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) which was signed into law on August 21, 1996, provides improved portability and continuity of health insurance coverage. The law protects workers who change or lose jobs by providing better access to health insurance, limiting exclusions for pre-existing conditions, prohibiting discrimination against employees and dependents on the basis of their health status and guaranteeing renew ability and availability of health coverage to certain individuals.

Some insurance plans do not cover pre-existing medical conditions. HIPAA limits this practice so that most plans must cover an individual's pre-existing condition after 12 months. However, if at the time an employee changes jobs or he or she already has 12 months of continuous group health coverage, that time counts toward the 12-month exclusion period for any pre-existing conditions. The employee will be able to prove that he or she had health insurance by presenting a **certification form** provided by his or her previous employer.

All employers must begin providing certification forms to qualified employees on June 1, 1997. Employers must provide certification to the following individuals:

1. Anyone entitled to elect COBRA continuation coverage, at no time later than when a notice is required to be provided for a qualifying event under COBRA.
2. Anyone who loses coverage under a group health plan and is not entitled to elect COBRA continuation coverage, within a reasonable time after coverage ceases.
3. Anyone who has elected COBRA continuation coverage, either within a reasonable time after the plan learns that COBRA continuation coverage ceased, or, if applicable within a reasonable time after the individual's grace period for the payment of COBRA premiums ends.

Additionally, employers must notify anyone who lost coverage or began COBRA between October 1, 1996 and May 31, 1997 of their rights under the new law. **Thus, employers have an obligation to provide notice and/or certification to certain individuals immediately.**

Attached is a "Certificate of Group Health Plan Coverage" which FUSD must provide to employees who leave after June 1, 1997. Also enclosed is a "Notice of Right to Documentation of Health Coverage" for employees who lost coverage between October 1, 1996 and May 31, 1997.

Section H

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CERTIFICATE OF GROUP HEALTH PLAN COVERAGE

Important: This certificate provides evidence of your prior health coverage. You may need to furnish this certificate if you become eligible under a group health plan that excludes coverage for certain medical conditions that you have before you enroll. This certificate may need to be provided if medical advice, diagnosis, care, or treatment was recommended or received for the condition within the 6-month period prior to your enrollment in the new plan. If you become covered under another group health plan, check with the plan administrator to see if you need to provide this certificate. You may also need this certificate to buy, for yourself or your family, an insurance policy that does not exclude coverage for medical conditions that are present before you enroll.

Date of Certificate:	Name of Group Health Plan:
Name of Participant:	Identification Number of Participant:
Plan Administrator/Call for Information:	Name of spouse or dependents who currently receive benefits under this plan:
The plan participant, spouse or dependents had at least 18 months of creditable coverage (disregarding periods of coverage before a 63 day break). <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes," do not complete the column located directly to the right of this column.)	Date waiting period or affiliation period (if any) began: _____ Date coverage began: _____
Date Coverage Ended:	Certificate Completed By:

Note:

1. Separate certificates will be furnished if information is not identical for the participant, spouse, and each beneficiary.

Section H

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

NOTICE OF RIGHT TO DOCUMENTATION OF HEALTH COVERAGE

Recent changes in Federal law may affect your health coverage if you are enrolled or become eligible to enroll in health coverage that excludes coverage for pre-existing medical conditions.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before you enroll. Under the law, a pre-existing condition exclusion generally may not be imposed for more than 12 months (18 months for a late enrollee). The 12-month (or 18-month) exclusion period is reduced by your prior health coverage. You are entitled to a certificate that will show evidence of your prior health coverage. If you buy health insurance other than through an employer group health plan, a certificate of prior coverage may help you obtain coverage without a pre-existing condition exclusion. Contact your State insurance department for further information.

For employer group health plans, these changes generally take effect at the beginning of the first plan year starting after June 30, 1997. For example, if your employer's plan year begins on January 1, 1998, the plan is not required to give you credit for your prior coverage until January 1, 1998.

You have the right to receive a certificate of prior health coverage since July 1, 1996. You may need to provide other documentation for earlier periods of health care coverage. Check with your new plan administrator to see if your new plan excludes coverage for pre-existing conditions and if you need to provide a certificate or other documentation of your previous coverage. To request a certificate, please complete the form below and return it to **Benefits Department, Fresno Unified School District**.

The certificate must be provided to you promptly. Please keep a copy of this completed form. You may also request a certificate for your spouse or dependents that were enrolled under your health coverage.

REQUEST FOR CERTIFICATE OF HEALTH COVERAGE	
Name:	Date:
Address:	Telephone Number:
Name and relationship of any dependents for whom certificates are requested, and their address, if different from the one shown above:	

Section I

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

INTERNSHIP PROGRAMS CERTIFICATED

Internship with Local IHE's

The Teacher Internship Program (TIP) is a joint effort with universities and area school districts to establish an alternative certification option for obtaining a teaching credential. Fresno Unified School District has a need to target individuals to participate in teaching special needs areas (i.e., bilingual, math, science and special education).

The internship assignment allows students to complete the final student teaching requirement while employed by the District. In order to participate in the program, students must be approved by an approved university/college program and be offered a teaching position by the District.

The intern is paid at the appropriate level as per the certificated salary schedule minus 6% of entry level salary. The 6% deduction is paid to the University for the cost within the Internship Program.

At the elementary level, the intern usually teaches a full day. At the secondary level, the intern teaches 5 periods. The internship agreement may be terminated at any time if it is determined that the intern teacher is not making expected progress.

Special Education Internship Program

The internship is a two-year program. Teachers who are currently employed with the District can be considered for the Special Education Internship Program. The employee will be paid their current salary and step minus 6% of entry-level salary as per the certificated salary schedule. In order to participate in this program, students must be approved by the university and be offered a position by the District.

Reference: Administrative Regulation 4122 / Board Policy 4122

Section J

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

JOB DESCRIPTION AND JOB PROMOTION NOTIFICATION CLASSIFIED

Position Description

The Classified Employee Individual Position Description is to be reviewed by both the Supervisor and Employee to ensure all employment information is accurate based on the personnel requisition prepared by the site. After verifying the information is correct, the employee will sign the Personnel copy and return it to Human Resources, attention Human Resources Data Specialist.

Job Promotion

The Classified Job Promotion form is to inform employees they will serve a six-month probationary period. This form also serves to notice employees that they will be evaluated during the probationary period. If prior to the expiration of the six-month period there is documented evidence that an employee does not possess the skill or potential to adequately fill the new role, they will be moved back to their previous classification.

Section J

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

CLASSIFIED EMPLOYEE - INDIVIDUAL POSITION DESCRIPTION	
Name :	Employee ID Number :
Effective Date :	Job Title :
SALARY CLASSIFICATION -- HOURS	
Grade :	Step :
Hourly Rate : \$	Duty Year :
Daily Duty Hours :	Hours Per Week :
Pay Period: Monthly - Last Day of the Month	Position Description: Attached
Work Location :	Budget :

This is not a contract. By signing this notice, you are acknowledging that you have reviewed the information indicated above and that you agree to the best of your knowledge that it is true and correct. As a result, the District may reasonably rely upon your representation in managing its affairs.

If the information is in error and results in an overpayment during the current or any previous school year, you will be required to repay the total amount of such overpayment(s) pursuant to current procedures for repayment of overpayments.

Employee's Signature/Date :

Position Description Attached

****PLEASE HAVE EMPLOYEE SIGN AND THEN RETURN TO HUMAN RESOURCES.**

cc:
Employee
Personnel File
Department/School Site

Section J

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

MEMORANDUM

TO:

FROM: **Classified Employment Specialist I**

DATE:

SUBJECT: **JOB PROMOTION**

Congratulations on your promotion to:

Position:

Location:

Effective Date:

For the record, you are hereby notified that your appointment will be designated as probationary for a period of six (6) months. Your performance will be evaluated during the probationary period. If prior to the expiration of the six-month period there is documented evidence that you do not possess the skill or potential to adequately fill the new role, you will be moved back to your previous classification.

We feel confident of your success in your new assignment; however, we felt it important that you be informed of the conditions of your new appointment.

c:
Employee
Supervisor
Personnel File

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

LEAVE OF ABSENCE – PAID FAMILY MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 provides up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons during any 12-month period. Employees are eligible if they have worked for Fresno Unified for a total of 12 months, and for at least 1,250 hours over the previous 12 months (except full-time teachers). FMLA entitles you to paid benefits and rights back to your position.

Reasons for Taking Leave:

Family care and medical leave shall be granted to eligible employees for any of the following reasons:

- To care for the employee's child after birth, or placement of a child with the employee in connection with the employee's adoption or foster care of the child;
- To care for the employee's spouse, son or daughter, or parent with a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job, except for leave taken for disability due to pregnancy, childbirth or related medical conditions; or
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; or
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member;
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

"Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis as long as the child is under 18 years of age, or an adult dependent child. "Parent" means a biological, foster or adoptive parent, a stepparent, a legal guardian, or another person who stood in loco parentis to the employee when the employee was a child. A "serious health condition" must meet the criteria set forth in federal and/or state law, but **generally** involves incapacity of more than three consecutive full days, inpatient care, chronic or long-term conditions requiring supervised medical treatment and/or multiple treatments for other serious health problems, or incapacity due to pregnancy or for prenatal care. "Covered service member" may be either (1) a member of the Armed Forces, including National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness; or (2) a veteran, who was a member of the Armed Forces, including the National Guard or Reserves, within the five years preceding his/her undergoing of medical treatment, recuperation, or therapy for a serious injury or illness. "Serious injury or illness" means: (1) an injury or illness incurred or aggravated by the member's service in the line of active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; (2) or for a veteran, such an injury or illness that manifested itself before or after the member became a veteran.

Terms of Leave:

FMLA leave shall not exceed 12 workweeks during any 12-month period. The 12-month period shall begin with the date that any employee's first FMLA leave begins. FMLA leave shall run concurrently with the state Family Care and Medical Leave Act except for leave taken for pregnancy disability, childbirth or related medical conditions which extends beyond six weeks. If your pregnancy disability extends up to four months, you are entitled to 12 weeks of California Family Rights Act (CFRA) leave without benefits after your disability ends. Leave for the birth or placement of a child must be initiated within one year of the birth or placement of the child. Such leave shall not be taken intermittently or on a reduced leave schedule. If both parents of a child work for the District, FMLA leave for the birth or placement of the child shall be limited to a total of 12 weeks.

Eligible employees are entitled to a combined total of 26 workweeks to care for a covered service member with a serious injury or illness, together with other forms of FMLA leave, during a single 12-month period. The 12-month period begins to run on the first day the employee takes leave to care of the service member and ends 12 months from that date, regardless of the method the District uses to calculate the employee's entitlement to FMLA leave for any other qualifying reasons.

During FMLA leave, the employee must use all accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the District. Accrued sick leave shall be used when the purpose of the leave is one for which sick leave can be taken

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

pursuant to bargaining unit agreements and/or Board policy. The employee will be required to provide advance leave notice and medical certification. Leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- If leave is for planned medical treatment or supervision, the employee shall make a reasonable effort to schedule leave to avoid disruption of District operations.

Requests for FMLA leave must be accompanied by a certification from the health care provider of the person requiring care to include:

- The date on which the serious health condition began.
- The probable duration of the condition.
 - If FMLA leave is due to an employee's serious health condition, the health care provider's certification that due to the serious health condition, the employee is unable to perform the functions of his or her job.
 - If FMLA leave for the care of a child, spouse or parent shall also include:
 1. Estimate of the amount of time the health care provider believes the employee needs to care for the child, parent or spouse.
 2. Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent or spouse.

If additional leave is needed when time estimated expires, the employee must provide re-certification to include the above items.

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Family and Medical Leave Act Cont.

Intermittent/Reduced Work Schedule Leave

FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary and in such a case, the employee may be required:

- To take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment.
- To transfer temporarily to a different job with equivalent pay and benefits that can better accommodate recurring periods of leave.
- If the person is in an instructional capacity and requests leave for more than 20 % of the total number of working days during the period of medical treatment, the District may require the employee to choose one of the two options above.

Maintenance of Benefits:

Paid Benefits

- During FMLA leave, the employee shall continue to be entitled to participate in the District's medical, dental and vision plans with the same District contribution that was in effect prior to the leave.

Unpaid Benefits

- During FMLA leave, the employee shall be entitled to participate in life, disability and accident insurance plans, pension and retirement plans, supplemental unemployment benefit plans, and/or any other welfare benefit plan at the employee's expense.

Recovery of Benefits

- The District will recover health premiums paid if the employee fails to return from FMLA after the leave period has expired, provided this is for a reason other than the continuation, recurrence or onset of a serious health condition that entitles the employee to family care and medical leave, or other circumstances beyond the employee's control.

Maintenance of Status:

The employee shall retain his or her employee status with the District during the leave period. The leave shall not constitute a break in service for purposes of longevity or seniority. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation, the employee returning from family care leave shall return with no less seniority than he or she had when leave started.

Reinstatement:

The District will reinstate the employee in the same or a comparable position when FMLA leave ends. The District may refuse to reinstate an employee returning from leave to the same or a comparable position if the following apply:

- The employee is a salaried "key employee" who is among the highest paid 10 percent of the District's employees who are employed within 75 miles of their worksite.
- The refusal is necessary to prevent substantial and grievous economic injury to District operations.
- The District informs the employee of its intent to refuse reinstatement at the time when it determines that the refusal is necessary, and the employee fails to return to service within two weeks after being informed.

Employment in the same or comparable position is defined as employment in a position with the same or similar duties and pay that can be performed at the same or a similar geographic location as the position held prior to the leave. A determination related to restoration in an equivalent position shall be made on the basis of applicable Board policies and collective bargaining unit agreements.

An employee who takes leave has no greater right to reinstatement than if he or she had been continuously employed. If the District reduces its work force during the leave period and the employee is laid off for legitimate reasons at that time, he or she is not entitled to reinstatement under the FMLA.

The District shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any individual because he or she exercises the right to family care and medical leave or because he or she gives information or testimony related to his or her or another person's family care and medical leave in an inquiry or proceeding related to FMLA leave rights.

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

LEAVE OF ABSENCE – UNPAID

An employee who is absent due to illness, worker's comp injury, or non-worker's comp injury will not be offered the opportunity to take a six-month health leave if he/she is **permanent and stationary and the prognosis is that he/she will not be able to return to work.** The employee will be placed on a 39-month re-employment list. However, if the employee **has applied for disability and provides Human Resources with a copy of the application,** the employee can apply for a 6-month health leave with benefits but without pay. This health leave is intended to bridge the gap between employment and disability.

If the employee's **prognosis is that he/she will recuperate and return to work,** the employee can apply for a health leave. Each situation will be reviewed individually and a determination will be made based on the facts in each case.

DIVISION OF HUMAN RESOURCES PROCEDURE

1. Contact the employee who is absent due to illness, worker's comp injury, or non-workers comp injury after sick leave, vacation and differential have been exhausted.
2. Request a physician's statement regarding the illness or injury.
3. Review the physician's statement. If the employee is permanent and stationary and the prognosis is that he/she will **not** return to work, place the employee on the 39-month re-employment list.
4. Contact the employee to find out if he/she has applied for disability. If he/she has applied, advise the employee that he/she can apply for health leave for up to 6-months when a copy of the disability application is submitted to the Division of Human Resources.
5. If the physician's statement indicates that the employee will recuperate and return to work, advise the employee that he/she can apply for health leave for up to 6-months. Send a copy of the physician's statement to the Workers' Compensation Department.
6. Send the employee a Request for Leave form. After the employee completes and returns it, give it to the appropriate Administrator for signature, and then submit to Assistant Superintendent for signature. The leave should be entered into the computer **after it is approved.**
7. Send a copy of the Request for Leave form to the Director of Benefits with a memo explaining that the employee is to be placed on a health leave before going onto the 39-month re-employment list. Provide Benefits with the dates that the health leave begins and ends.
8. When the health leave ends, place the employee on the 39-month re-employment list, and notify the employee, Director of Benefits, Workers' Compensation Department and HR personnel.

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Use the Unpaid Leave of Absence form for the following types of leave. Please refer to your bargaining unit contract for other types of leave and applicable regulations.

Fresno Teachers Association

*Parental Leave of Absence
Peace Corps Special Leave
Personal Leave
Study Leave*

California School Employees Association, Chapter 125 and 143

*Military Leave
Parental Leave
Peace Corps Leave
Personal or Family Emergency
Special Leave - Public Office
Study/Retraining Leave
Travel Leave*

Service Employees International Union

*Military Leave
Parental Leave of Absence
Peace Corps Leave
Personal or Family Emergency
Travel Leave*

Other

*Family Medical Leave Act Leave
California Family Rights Act Leave*

[“REQUEST FOR UNPAID LEAVE”](#)

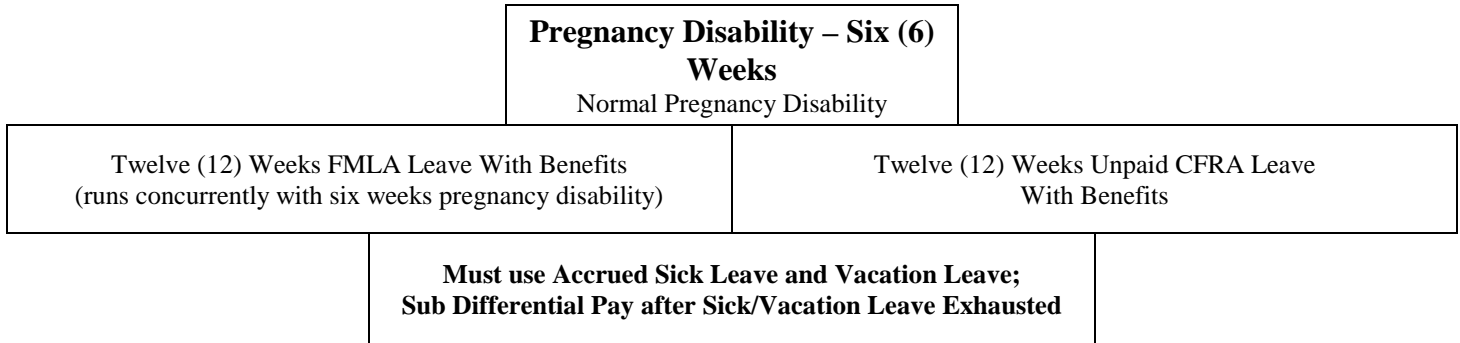
Section L

DIVISION OF HUMAN RESOURCES

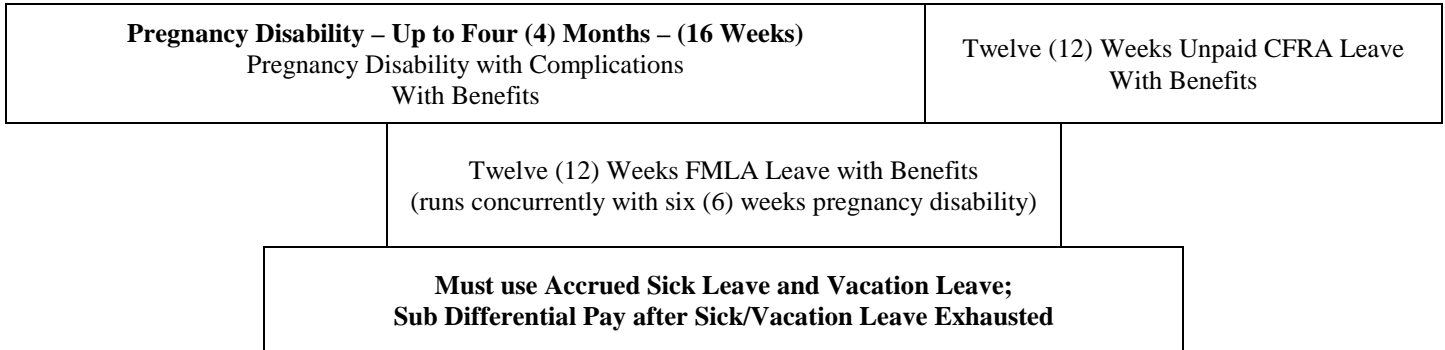
Fresno Unified School District

**PREGNANCY DISABILITY
FAMILY MEDICAL LEAVE ACT**

CALIFORNIA FAMILY RIGHTS ACT



1. Pregnancy disability is normally six (6) weeks.
2. FMLA leave starts when pregnancy disability starts and runs concurrently for twelve (12) total weeks.
3. CFRA leave starts after twelve (12) weeks of FMLA and grants benefits for the 12-week period at employee contribution rate.
4. Board Policy requires that the employee use all accrued sick and vacation leave concurrently with FMLA/CFRA.
5. Employee will receive sub differential pay after sick and vacation leave have been exhausted during the duration of the pregnancy disability.



1. Pregnancy disability can be granted for up to four (4) months -- (16 weeks).
2. FMLA leave starts when pregnancy disability starts and runs concurrently for twelve (12) total weeks.
3. CFRA leave starts when pregnancy disability ends and grants benefits for the 12-week period.
4. Board Policy requires that the employee use all accrued sick and vacation leave concurrently with pregnancy disability and FMLA/CFRA leave.
5. Employee will receive sub differential pay after sick and vacation leave have been exhausted during the duration of pregnancy disability.

BENEFITS

1. FMLA and CFRA entitle the employee to benefits for twelve (12) weeks during a normal pregnancy disability period of six (6) weeks.
2. CFRA entitles the employee to twelve (12) additional weeks of leave with benefits if pregnancy disability extends for up to four (4) months. The CFRA leave begins when pregnancy disability ends.

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EXTENDED LEAVE PROVISIONS

The leave rights discussed in this chart are based on the relevant statues and should be compared with the rights afforded employees under any collective bargaining agreement.

CERTIFICATED EMPLOYEES

12 Weeks of FMLA/CFRA runs con		100 Days Differential Pay begins to run		
60 days Industrial Accident Leave per injury (Omit if absence is not due to industrial illness or accident) Education Code 44984	Sick Leave Current and Accumulated 52% per day Sick Leave until Sick Leave is exhausted (IDL only) Education Code 44978	Differential Pay (if no substitute his hired, employee gets difference between salary and what substitute would have been paid)	Six-month Health Leave (Not bargained – past practice based on classified procedure)	Placement on Reemployment list 24 Months – Probationary 39 Months - Permanent
		The 100-Day Period includes legal holidays and runs continuously for 100 days		

CLASSIFIED EMPLOYEES

100 Days Differential runs concurrent with 12 weeks FMLA/CFRA (For qualifying employees)				
60 days Industrial Accident Leave (Omit if absence is not due to industrial illness or accident) Education Code 45192	Sick Leave Current and Accumulated, Vacation Pay or Other Available Paid Leave 52% per day Sick Leave until Sick Leave is exhausted (IDL only) Education Code 45191	Differential Pay (If no substitute is hired, employee gets full pay) Education Code 45196	Six-Month Health Leave	Placement on 39-month Reemployment List Education Code 45192, 45196

Section L

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

LEAVE – VOLUNTARY CATASTROPHIC PROGRAM

The Voluntary Catastrophic Leave Program allows active duty employees to donate a portion of their sick leave to their catastrophically ill co-workers.

Before an employee can be granted a donation of sick leave from another employee of Fresno Unified School District, it must be determined that he/she is suffering from a catastrophic illness or injury. Catastrophic illness or injury, as defined by the program, means:

- An employee has sustained a serious illness or injury
- Such illness or injury is expected to incapacitate him/her and prevent him/her from returning to work for at least 30 days.
- An employee has already exhausted all available paid sick leave, including sub-differential leave and other paid time off.

Employees who meet the definition of catastrophic illness or injury are eligible to receive transfers of sick leave.

To apply for transfers of sick leave, an employee must apply for sick leave transfer usage by filling out the Application for Catastrophic Illness or Injury and send it to the Division of Human Resources. The application must include a medical report certifying the nature of the illness or injury. Employees must document that he/she applied for disability, if appropriate.

The application and medical information will be provided to a medical panel to render a decision as to whether or not an employee is catastrophically ill or injured. Employees may need to submit additional medical information or be examined by a physician designated by the medical panel to finally determine he/she suffers from a catastrophic illness or injury.

[“APPLICATION FOR CATASTROPHIC LEAVE”](#)

Section N

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

NO CHILD LEFT BEHIND – CERTIFICATED

Any teacher in a Title 1 school, or program teaching a core academic subject, who has been hired by the District after the first day of school in 2002-2003, should have been NCLB complaint when hired. All other public school teachers who are teaching core academics subject must be NCLB complaint by the end of the 2005-2006 school year.

A teacher of core academic subjects must have: (1) a bachelor's degree; (2) a state credential or have an Intern Certificate/Credential for no more than three years, and (3) demonstrated core academic subject matter competence.

“New” Credentialed on/after July 1, 2002

Elementary Teachers

Exam only – pass a multiple subjects examination approved by the CCTC

Middle/High School Teacher

Exam – pass a subject matter examination approved by the CCTC in each core area taught
-or-

Coursework – in each core area taught completed at:

- CCTC approved subject matter program –or-
- Major, -or-
- Major equivalent (32 semester units or the equivalent) –or-
- Graduate degree

“Not New” Credentialed prior to July 1, 2002

Elementary Teachers

Exam -or-

HOUSSE (California's High Objective Uniform State Standard of Evaluation)

Middle/High School Teacher

Exam -or-

Coursework (see description under “New”) -or-

Advanced Certification (National Board Certification in core area taught) -or-
HOUSSE

For more information, go to: www.cde.ca.gov/nclb/index.asp

NCLB Compliance form

Section N

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

NO CHILD LEFT BEHIND – CLASSIFIED

Title 1 paraprofessionals whose duties include instructional support and who were hired after January 8, 2002, must meet any one of the following three requirements: (1) completed two years of study at an institution of higher education; (2) obtained an associates' degree or higher; or (3) met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematic readiness). Ed Code 45330

Paraprofessional hired on or before January 8, 2002, and working in a program supported with Title 1 funds must meet these requirements by June 30, 2006 (amendment to timeline per Deputy Secretary of Education Raymond Simon, June 15, 2005).

All Title 1 paraprofessionals must have a secondary school diploma or its recognized equivalent.

NO CHILD LEFT BEHIND EXAM

According to California Education Code Subsection 45344.5, no person shall be initially assigned to assist in instruction as a paraprofessional unless the person has demonstrated proficiency in basic reading, writing and mathematics skills pursuant to Section 45330.

A paraprofessional who passes a district proficiency test required by this section who transfers to another district and is employed in the same capacity, shall be considered to have met the proficiency standards for purposes of this section unless the district to which he or she has transferred determines that the test taken by the paraprofessional is not comparable to the standards required by the employing district.

Under the No Child Left Behind Act (NCLB), all paraprofessionals hired after January 8, 2002, to work in a program supported by Federal Title I funds must have a high school diploma, G.E.D. or equivalent and meet one of three other requirements listed below no later than June 30, 2006:

1. Completed at least two years of study (48 semester units or equivalent) at an institute of higher education
2. Hold an Associate's Degree or higher.
3. Demonstrate through a locally determined assessment that is appropriate to the responsibilities to be assigned to the paraprofessional, knowledge of and the ability to assist in instructing reading, writing and mathematics.

In addition, all paraprofessionals hired before January 8, 2002, and working in a program supported by Title I funds shall satisfy one of the above requirements by June 30, 2006.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PERSONNEL CHANGES

School sites and department must notify Human Resources of any changes that affect employment status and pay as soon as possible. This includes but is not limited to the following:

CHANGES	PROCEDURE
Absences for more than 5 days for any reason other than approved vacation (includes doctor's note)	Contact HR Data Specialist II
Employees who do not show up for work at the beginning of a traditional or year-round school year.	<u>Certificated Employees:</u> Contact HR Administrator <u>Classified Employees:</u> Contact Classified HR Administrator
Resignations	Submit Notification of Resignation Form
Changes in Duty Year	Submit Personnel Requisition
Changes in grade level or subject areas	Contact HR Administrator
Retirements	Submit Notification of Resignation Form
Extra duty days, extended work hours	Submit Personnel Requisition
Absences for health reasons (sick leave, health leave) or more than 5 days	Submit Request for Unpaid Leave of Absence form
Changes in FTE	Submit Personnel Requisition
Changes in work location	Submit Personnel Requisition
Changes in title	Submit Personnel Requisition
Changes in budget	Submit Personnel Requisition
Changes in time of day worked after 5pm (differential affection Classified Employees)	Contact Classified HR Administrator
Working out of Class	Submit Differential Pay Request Form

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PERSONNEL FILE

Education Code 44031. Personnel file contents and inspection

- (a) Materials in personnel files of employees that may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved.
- (b) Except as otherwise provided in subdivision (e), this material is **not** to include ratings, reports, or records, that (1) were obtained prior to the employment of the persons involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.
- (c) Every employee shall have the right to inspect these materials upon reasonable request to Human Resources. The review shall take place during normal business and the employee shall be released from duty for this purpose without salary reduction
- (d) Information of a derogatory nature, except material mentioned in sub-division (b), shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any derogatory statement, his own comments thereon.
- (e) Notwithstanding subdivision (b), every non-credentialed employee shall have access to his or her numerical scores obtained as a result of a written examination.

Fairness in Record Keeping

Four points must be addressed when dealing with and maintaining materials that may serve as a basis for affecting the job status of an employee.

1. The employee must be informed that the material exists and is being retained.
2. The employee must be informed of his or her right to comment in writing and have the comment included with the original material.
3. This must be done in a timely fashion.
4. The source of the information cannot be anonymous or unidentified to the employee.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PERSONNEL FILES - ACCESS BY EMPLOYEES

Employees of the Fresno Unified School District may review their own personnel file by making an appointment with Human Resources.

They may also grant permission in writing for a bargaining unit representative to review their personnel file in accordance with the provisions of collective bargaining agreements.

Employees who wish to make this request should review their collective bargaining agreement and comply with the negotiated process.

All employees will be required to complete a Request to View Personnel File form.

[“REQUEST TO VIEW PERSONNEL FILE”](#)

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PERSONNEL FILE REMOVAL OF DEROGATORY INFORMATION

A. Classification of Records – California Code of Regulations

Administrative regulations governing the maintenance of documents in California public school are found at California Code of Regulations, Title 5 (“Title 5”) sections 16020 through 16027. Title 5 requires a school district superintendent to annually organize the previous years documents into three categories:

- Class 1 – Permanent
- Class 2 – Optional
- Class 3 – Disposable

This task must be performed by January 1 of each year (but see the discussion of Optional Records Below). Records still in use are not classified until they are no longer in any use. (California Code of Regulations, Title 5, subsection 16022)

1. Permanent Records

Title 4, section 16023, subdivision (c) (1) (A) defines permanent record to include “all detail records relating to employment.” (California Code of Regulations, Title 5, subsection 16023) In addition, “information of a derogatory nature as defined in Education Code section 44031 shall be Class 1 – Permanent” records. (California Code of Regulations, Title 5, subsection 16023 and subdivision (c) (1) (B).) Education Code section 44031 defines what kinds of material may be placed in an employee’s official personnel file and how such placement is to occur, especially with regards to derogatory information.

Class 1 – Permanent records must be retained indefinitely

The District must retain either the original document or the exact duplicate of the original where law mandates the original be filed elsewhere.

2. Optional Records

Class 2 – Optional records are those deemed worth keeping but not classified as Class 1 – Permanent. They are to be reclassified at a later date. If the superintendent and the governing board agree to postpone classification of documents after the January 1 annual deadline specified in California Code of Regulations, Title 5, subsection 16022, then all records of the previous year must be classified as Class 2 – Optional pending further review.

3. Disposable Records

Class 3 – Disposable records are records not classified as Class 1 – Permanent and Class 2 – Optional. This list includes average daily attendance warrants, ledger sheets, and canceled checks. No Class 3 – Disposable record may be destroyed until after the third July 1 succeeding the completion of the annual audit required by Education Code Section 41020. This audit is required to take place no later than the first May of every year. (California Code of Regulations, Title 5, subsection 16026.)

In any event, no Class – 3 Disposable record is to be destroyed for three years. Section 16027 states that “unless otherwise specified in this chapter, all Class – 3 Disposable records shall be destroyed during the third school year after the school year in which they originated (e.g. 1976-1977 records may be destroyed after July 1, 1980).” (California Code of Regulations, Title 4, subsection 16027.) 1

¹ The district may decide to put its files on microfilm. If it does so, then microfilm becomes Class 1-Permanent and the original documents become Class 3 Disposable unless they are already classified as Class 2-Optional. The microfilm must be of a type approved by the United States Bureau of Standards and the superintendent must attach a signed and dated certification of compliance with the provisions of Section 1531 of the Evidence Code. (Cal.Code Regs., tit. 5, subsection 16022.)

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Personnel File

Removal of Derogatory Information cont.

4. Penalties for Improper Destruction of Records

Government Code section 6200 mandates imprisonment for up to four years for any officer who willfully destroys public records. The penalties for improper destruction of records are severe. Hence, the District should err on the side of preserving records that are arguably Class 1 – Permanent.

In conclusion, personnel files are considered Class 1 – Permanent and must be retained indefinitely. Derogatory information cannot be classified as Class 1 – Permanent until the information becomes final, that is, when the time for filing a grievance has lapsed, or an objection to the derogatory materials has been sustained in the grievance process. (California Code of Regulations, Title 5, subsection 16023 subdivision (c) (1) (B).)

B. Personnel Records – California Government Code

The removal and/or destruction of a permanent record which resides in an employee personnel file would violate the provisions of Government Code section 6200, which is entitled “theft, destruction, alteration, etc. by custodial officer.” The relevant portions of section 6200 are as follows:

Every officer having the custody of any record...or of any paper or proceeding of any court, filed or deposited in any public office, or placed in his or her hands for any purpose, is punishable by imprisonment in the state prison for two, three, or four years if, as to the whole or any part of the record...or paper, the officer willfully does or permits any other person to do any of the following:

(b) Destroy, mutilate or deface.

The language of the statute could be construed to apply only to court documents. However, courts have applied section 6200 broadly to include most public documents. Section 6200 covers only public records² as defined by section 6252 of the Government Code that states:

‘Public Records’ includes any writing containing information relating to the conduction of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics...

The Attorney General has ruled that since it was “necessary and convenient”³ to have personnel files in order to carry out public duties, and as such they “related to the public business”⁴ and that “the conduction of a public school system is directly affected by the conduct of its employees.” Thus, the Attorney General reasoned, the documents were public records and could not be destroyed. Further, since they were public documents, they were covered by section 6200 of the Government Code. The Attorney General was also swayed by section 6254, subdivision (c) of the Government Code, noting that personnel files were specifically exempt from public inspection under the Public Records Act, reasoning that the Legislature would not have included personnel file in the list of exemption if they were not public records.

² (58 Ops.Cal.Atty.Gen. 422, 425 (1975).)

³ (58 Ops.Cal.Atty.Gen., supra, 422, 425.)

⁴ (Id.)

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PERSONNEL REQUISITION CHECKLIST

The following process should be used for submitting a personnel requisition. We anticipate that this outline will be used whenever you need to add, change, or transfer staff to a new location. Some basic guidelines include:

Reason for Action

Under the heading of *Name of Person Making Request* should be the name of the department head or principal in charge of staffing.

Phone number of person making request should be the site or department phone number should any questions arise.

The next two boxes determine how the position became available.

If the position was left *Vacant/Open* by a resignation, retirement, or transfer please type the name of the *Employee to be replaced* and their *Employee ID Number*.

If the requisition is for a *New Position, F.T.E. Allocation Change/Budget Change*, or *Other* please check the respective box. If the personnel requisition is being filled out to make an F.T.E. change please go to the section heading F.T.E. Allocation Changes/Budget Changes.

Position Information

The information you provide here indicates the type of employee you require. You should only complete this section if the requisition is being submitted for a **vacant** or **new position**. If you are making an F.T.E. change please see the section under F.T.E. Allocation Changes/Budget Changes. Please be sure to fill in every section with the necessary information.

School/Department Name should be the actual school or department submitting the personnel requisition and their *School/Department Number* should be listed to the immediate right.

The *Position Name* should be the employee title for any position other than certificated. If the personnel requisition is for a certificated employee please indicate their grade or subject area here.

The *Requested Start Date* should be the date you need the requisition to take affect

If the requisition is being submitted for a classified employee, please indicate their duty year in the *Duty Year/Class* section and list any special hours/shift for the position if applicable.

If the requisition is being submitted for a certificated employee, please indicate both grade and track for secondary indicate subject in the *Duty Year/Certificated* section.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Personnel Requisition Checklist Cont.

Budget Information

Please fill in the appropriate budget information and total F.T.E.. If the position is split funded be sure to indicate the respective percentages in the F.T.E. next to each budget line.

F.T.E. Allocation Changes/Budget Changes

Please enter the *Employee Name*, *Employee ID Number*, *Position Name*, and *Position Code* in the designated boxes.

Indicate the type of change being made by checking *F.T.E. Increase*, *F.T.E. Decrease*, or *No change*. *No Change* should only be used if the change being made is a budget transfer.

If you are making an F.T.E. change, indicate what amount and budget the employee is coming *From* and is going *To*.

FTE Decrease for Certificated Employees: A short letter from the employee should be attached to the personnel requisition indicating that employee understands and agrees the decrease in pay due to the decrease of FTE. If decrease falls under .50, the letter should also indicate understanding of loss of benefits.

Comments

For certificated employees, use this section to indicate why the position is open (i.e. employee transferred to different site, employee resigned). If you have other information you feel would be useful please add it in this section.

Routing

Human Resources may not take action on any requisition until all approving parties signatures are documented.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

POSITION DESCRIPTIONS - DEVELOPMENT & REVISION

The Associate Superintendent, Division of Human Resources, works with sites and departments in developing new position descriptions and revising existing ones. Please plan ahead and follow these steps to create a new position description or revise an existing one:

1. Discuss the need for a new position or revised position description with the Division Superintendent or other Cabinet-level administrator in charge of your area, and obtain approval to proceed. Call the Associate Superintendent or designated Human Resources Administrator and ask for copies of any current position description representing the position you need, or a similar position.
2. Draft the proposed position description using the guidelines in this section of the handbook. If you need assistance or advice, contact the Associate Superintendent or designated Human Resources Administrator.
3. Submit your draft to Human Resources for review. It may be revised or modified in consultation with you.
4. If the position is in a bargaining unit (CSEA, SEIU, Building Trades, or FTA), the Human Resources Administrator will discuss with bargaining unit representatives. The position description may be revised or modified based upon this discussion.
5. The Associate Superintendent will finalize the salary placement so that the salary is appropriate for the position.
6. The final draft will be returned to you. Review the draft, make suggested changes, and return to the Associate Superintendent with a memorandum regarding why the position is being created or revised to be included with a Board Agenda item. The memo should provide background regarding the need for the position, the history of the position (if applicable), how many individuals are to be hired into the position, the funding source, and the budget impact.
7. After receipt of your memorandum and the finalized position description, the Associate Superintendent will prepare a Board item for the Associate Superintendent to take forward at the next scheduled Board meeting.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PREPARING POSITION DESCRIPTIONS

Scope and Purpose

Position descriptions are written statements of the major responsibilities and duties performed by incumbents in a position. They should contain information regarding the knowledge, abilities, education, and experience required to perform the job as well as certain information about the physical conditions in which the work is performed and the intensity, frequency and duration of the physical and mental effort required. Position descriptions are used to:

1. Ensure that employees are assigned to the correct classification (position title).
2. Evaluate jobs and determine pay grade assignments.
3. Ensure accurate job-to-job comparisons during the exchange of pay survey information.
4. Explain and defend certain pay program decisions to employees and outsiders.

Writing Position Descriptions: General Recommendations

Position descriptions must include certain information to contribute as they should to the design and administration of pay programs. The key elements are the nature and level of the work. In addition to representative duties, the description must include the knowledge and abilities required by the job, the distinguishing characteristics (level of responsibility), and the working conditions. The descriptions should describe jobs as they exist now, not as they will exist sometime in the future. Frequently, planned changes in jobs do not occur when they are expected to occur. It is wise to wait until changes occur to write the position description.

If a position is occupied by more than one person, there may be some differences in the way individuals perform the work; however, that does not necessarily mean that you have two separate positions. Minor differences in the way work is performed are attributable to individuals and should be ignored. The position would require only one description if the representative duties and basic functions are the same.

Writing Sentences for Position Descriptions

The emphasis in the writing of position descriptions should always be on brevity and clarity. The sentence structure should be verb/object/explanatory phrase. The implied subject of such sentences is always the person occupying the job. For instance, "Transports mail to various locations throughout the facility." Explanatory phrases tell why, how, where, or how often the tasks or duties are performed. They add meaning and are important. The telegraphic style is used, omitting unnecessary articles and verbs. The present tense should be used throughout the description.

To enhance clarity, words which are subject to varying interpretations should be avoided, for example, "some," "great," and "occasionally." The use of examples enhances the clarity of descriptions and is recommended when a need for clarification exists.

Proprietary names (IBM, Jeep, and Xerox) as well as references to organizationally-specific part numbers or form numbers should be avoided. These are subject to frequent change and their inclusion will necessitate the frequent rewriting of descriptions. Avoid terminology that is potentially sexist. Use he/she, or construct sentences so that gender pronouns are not required.

Format for Position Descriptions

A position description should include the following:

Title	Reports To
Department	Classification (Classified or Certificated)
FLSA	Work Year
Board Approval	Salary
Basic Function	Distinguishing Characteristics
Representative Duties	Education and Experience
Knowledge and Abilities	Working Conditions (Environment & Physical Abilities)

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Preparing Position Descriptions cont.

Title

The title should describe the nature and level of work performed. Titles such as "clerk," "analyst" and "mechanic" indicate the representative duties. Another component of the title such as "senior," or "specialist" indicates the level. Care should be taken to avoid titles which are demeaning or patronizing such as "junior" or which overstate the importance of the work such as "sanitary engineer" for custodian. Avoid sexist titles such as "deliveryman."

Basic Function

The basic function should include the general nature, level and purpose of the job. The summary should be brief and orient the reader to the remaining parts of the description. If this is a stand-alone position, include information regarding the responsibility level by indicating the freedom to act, e.g. "works independently," or "works under close supervision."

Distinguishing Characteristics

This section should include information regarding positions with the same title, but at different levels, i.e. Office Manager I, Office Manager II, Office Manager III, etc. The level of responsibility and the difficulty of work being performed should be included. Indicate the different levels through the use of appropriate modifying words or phrases, sometimes referred to as "level cutters." For example, in a position with three levels, each level may be characterized respectively as "basic," "routine," and "high." A range of level cutters associated with commonly used compensable factors is shown on the table included in this section.

Representative Duties

Each duty which occupies more than 5% of the incumbent's time and which is critical to the successful performance of the job should be included in this section. They should be arranged in a logical order. The order may be the sequence in which duties are performed, or the duties may be arranged in order of importance or in order of time that incumbents devote to them. Give an indication of the extent to which the employee must exercise judgment; the intensity, frequency and duration of the levels of physical and mental effort required; the types of contacts required; the complexity of the work and analytical skills required; the materials and equipment worked with; and the incumbents' responsibility for the work of other employees or the development or enforcement of policies and procedures. Duties should be designated Essential Functions (E) or left as marginal functions in accordance with the Americans w/ Disabilities Act of 1991.

Education and Experience

This section should include the educational requirements for the position and the number of years and types of experience required.

Knowledge and Abilities

The "Knowledge" and "Abilities" sections should be listed separately. The specific knowledge and abilities required should be included. Begin with a statement of the level of general educational development required, e.g. "work requires the use of decimals, fractions and percentages and the ability to understand complicated verbal instructions." The knowledge and abilities should be stated and interpreted as minimums and should be realistic. If requirements are inflated, they will screen out people who are qualified and make recruiting efforts more difficult. This section should also list any special interpersonal or analytical skills required by the job.

Working Conditions

The working conditions should include the "Environment" and "Physical Abilities." List conditions in the physical environment that the employee may find unpleasant or hazardous. The degree, intensity, frequency, and duration of such conditions are important. State precisely the working conditions that are unpleasant or dangerous, how unpleasant or dangerous they are, and how frequently an incumbent would be exposed to the conditions and for how long.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Preparing Position Descriptions cont.

Working Conditions cont.

The "Physical Abilities" section would include any special physical or mental abilities required for the job. Again, be as specific as possible and indicate the intensity, frequency and duration. For example, "work requires the ability to walk and stand for approximately one-half of the work time," "the physical ability necessary to carry boxes weighing twenty or thirty pounds each from 10% to 15% of work time," or "the mental and visual ability to read and interpret the most complex circuitry blueprints approximately 10% of work time."

Disclaimer Clause

Position descriptions are not intended to be exhaustive lists of all responsibilities, skills, efforts, or working conditions. They are intended to be accurate reflections of the principal job elements essential for making fair pay decisions about jobs. All position descriptions should contain this statement: "Perform related duties as assigned."

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

EXAMPLES OF MODIFYING WORDS OR PHRASES (Level Cutters)

COMPASSABLE FACTORS	Lowest Level/Highest Level
Problem Complexity	Limited Complexity Moderate Complexity Unusual Complexity Extremely Complex, Requiring Highly Creative Solutions
Interpersonal Skills	Normal Courtesy Explains or Instructs Persuades Negotiates
Independent Judgment	Rarely Required Often Required Frequently Required Works Independently
Impact of Decisions	Impacts Employee Impacts Unit Impacts Department Impacts Organization
Hazards	Hazard Free Exposure to Minor Discomfort, Injury or Illness Exposure to Major Injury or Illness Life Threatening Situations

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

POSITION DESCRIPTION

TITLE:	Account Clerk I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	June 1996	SALARY:	G-23/CSEA 125 Salary Schedule

(Former Classification: Account Clerk)

BASIC FUNCTION:

Perform clerical work involved in the keeping and reviewing of an assigned program's statistical records.

DISTINGUISHING CHARACTERISTICS:

The Accounting Clerical series is distinguished from the Accounting Technician series in that the latter performs more technical accounting activities in a District-wide fiscal services unit while the Account Clerks are assigned accounting clerical work in an assigned department or program. The Account Clerk I classification performs routine accounting clerical work involving basic numeric calculations and performs other clerical work in support of an assigned program. The Account Clerk II classification performs accounting clerical work in support of programs such as Food Services. The Account Clerk III class performs accounting clerical work in support of more complex accounts such as instructional program budgets requiring independent judgment and knowledge of District operations. The incumbents may provide work direction and guidance to others as assigned.

REPRESENTATIVE DUTIES:

Gather, assemble, tabulate, check and file financial and statistical data. *E*

Post, proof, balance and adjust data. *E*

Make arithmetic calculations and check various statistical and accounting records and reports. *E*

Type and operate adding machines, terminals, calculators and other office machines. *E*

Count money for school cafeterias.

Perform accounting support functions for food service programs.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of clerical experience involving financial or statistical data

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting practices and procedures.

Methods and practices of financial record-keeping.

Data entry devices, care and use.

Start-up techniques for data entry devices to perform specific functions.

Office practices and procedures including basic functions of computer operations, scheduling and job flow.

ABILITY TO:

Perform accounting clerical work.

Make mathematical computations with speed and accuracy.

Prepare accurate financial reports.

Operate office machines.

Type with accuracy.

Understand and follow oral and written instructions.

Communicate effectively with District employees and the general public.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to read, review and assure accuracy of financial statements and reports; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time.

APPROVALS:

Associate Superintendent/Human Resources

Date

Superintendent

Date

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

POSTING AND NOTICE REQUIREMENTS (LABOR LAW POSTERS)

State and federal laws and regulations require that California employers conspicuously display a number of posters where they can be read by employees. In addition, some of the posters must be displayed where they can be read by job applicants.

In order to comply with the law and to protect the District, it is mandatory that all departments take steps to ensure that posters are current and prominently displayed. If you are a supervisor of a department with several locations, please make certain that posters are displayed at each site.

The posters must be displayed at all work sites in areas frequently visited by employees during the normal course of the workday (i.e., employee entrances, staff lounges, etc.).

The Division will monitor compliance of school sites and departments.

If you have questions concerning the posters, please contact a Human Resources Administrator.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PROBATIONARY RELEASE - CERTIFICATED

Probationary certificated employees may be released at the end of the first or second year without cause.

There is no statutory deadline for giving notice of termination at the end of the first year, but case law indicates that the notice should be given by **May 1**.

Notice of release at the end of the second year must be given on or before **March 15**.

Board Action is required prior to giving the notice.

While the employee is not entitled to a statement of reasons or a hearing, Fresno Unified School District evaluators should follow their evaluation procedures and complete the evaluation of all probationary employees to avoid claims that employees were released for improper reasons.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PROBATIONARY STATUS - MANAGEMENT EMPLOYEES

Certificated management employees in the District serve two years in probationary status before permanent status is granted. This applies to all certificated management employees, including those who have contracts with the District and those who have Superintendent in their job title.

Classified management employees in the District serve one year in probationary status before being granted permanent status. Classified management employees may also have a multi-year contract.

Education Code section 35031 regarding certificated management employees with Superintendent in the job title states that the Board of Education can define the terms of employment, but that Districts cannot issue contracts that extend beyond four years.

Education Code section 44929.21 says that notwithstanding the setting of terms of employment, you cannot alter the progression of status, i.e. two years of probationary service before permanent status is granted.

Since employment contracts usually define the provisions for non-renewal of the contract, these prevail for the contract. The Education Code allows 45 days notice to non-renew a probationary management employees with Superintendent in the job title.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PROFESSIONAL GROWTH - CERTIFICATED

In order to advance from one salary class to another, a transcript or grade card containing credits must be submitted to Human Resources prior to **August 31** of each calendar year.

Refer to Article 51 of the FTA Collective Bargaining Agreement for additional information regarding certificated professional growth and salary advancement.

Professional Growth Units will be reflected on the Terms of Employment.

Questions should be directed to the Human Resources Analyst, **457-3508**.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PROFESSIONAL GROWTH - CLASSIFIED

Classified employees must submit a request for Professional Growth. All requests **must** be accompanied by a grade card or transcript. The Deadline for submitting units to the Division of Human Resources is **June 30th** of each year in order to receive a professional growth award. Awards are given at the beginning of each contract year. Please refer to your collective bargaining agreement regarding eligibility and increment plan.

Requests for Professional Growth should be forwarded to the **Division of Human Resources**. If you have any questions please feel free to call **457-3500**.

[“CLASSIFIED PROFESSIONAL GROWTH”](#)

Section P

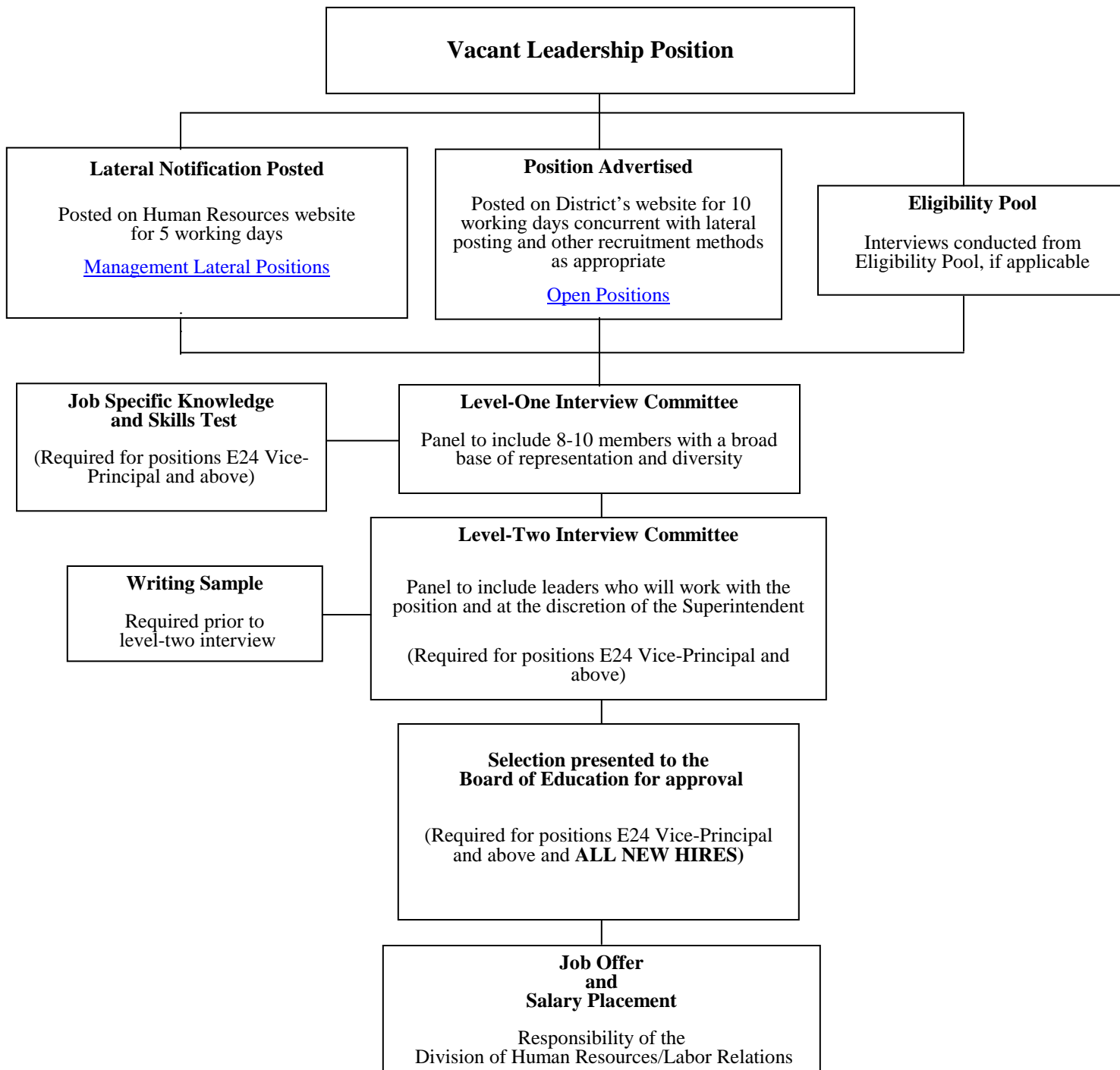
DIVISION OF HUMAN RESOURCES

Fresno Unified School District

**Fresno Unified School District
Division of Human Resources/Labor Relations**

LEADERSHIP HIRING PROCESS

The Associate Superintendent, Division of Human Resources/Labor Relations, is assigned the major responsibility for recruitment, selection and assignment of Leadership personnel and works with Associate/Assistant Superintendents at their respective levels.



Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

LEADERSHIP SELECTION PROCESS FOR FILLING LEADERSHIP POSITIONS

The Superintendent and the Board of Education are committed to having the most qualified work force which reflects the cultural diversity of the community. All staff involved in the leadership selection process will be committed to the promotion of staff diversity in a learning and working environment which is conducive to open discussion and which is free of intimidation, harassment and unlawful discrimination. Furthermore, they will make additional efforts to recruit, employ, and promote the most qualified leaders who will lead accelerated learning for every student. The leadership selection process will be used for the promotion and hiring of leadership positions.

I. APPLICATION PROCESS TIMELINE

A. Vacant Leadership Positions

1. The application process for leadership positions will be initiated as openings occur.
2. If an “Eligibility Pool” process is deemed necessary, an interview/application process will occur.
3. The application process timeline is subject to revision upon District need.
4. The “Eligibility Pool” will be advertised by the Division of Human Resources electronically on the District’s website.

B. Eligibility Pool

1. In the case of probable recurring vacancies within a management classification within the current school year, the Associate Superintendent of Human Resources/Labor Relations may, at his/her discretion, establish an “eligibility list” of qualified candidates sufficient to fill anticipated future vacancies.
2. If an “eligibility pool” is in existence and current at the time a vacancy occurs, candidates from the pool will be invited to interview.

II. APPLICATION PROCESS

A. Submitting an Application

1. Any person wishing to apply for an advertised position must submit an application on the District’s website.
2. All applications must include a current resume, a letter of application, and two (2) Letters of Support.
3. Applications will remain active on the District’s website for 400 days before being placed in an expired status.
4. Notification to activate an application after the closing date of a position requires completion of a “Request for Exception to Interview” form. Forms are available on the District’s website.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

B. Job Announcement

1. Every vacant leadership position, unless filled through an involuntary transfer, shall be **posted for 5 working days** on the District's website (<http://www.fresnounified.org/dept/hr/>) and be available for review by District personnel, currently in the appropriate classification, in order to permit requests for a lateral transfer.
2. Vacancies will be **posted for 10 working days** on the District's website for District and non-District employees concurrent with lateral transfers, as well as other recruitment methods as appropriate.

III. SCREENING AND INTERVIEW PROCESS

A. Application Screening

1. The purpose of application screening is to identify, through use of established criteria, the most suitable applicants to advance to a level-one interview and, when necessary, to reduce the number of candidates when there are large groups of applicants for a position.
2. Screening of applications submitted on the District's website by the closing date is the responsibility of the Division of Human Resources/Labor Relations, or designee, to determine those who meet minimum qualifications as stated in the job announcement.
3. The most qualified candidates will be invited to interview with the Level-One Interview Committee.
4. Those not selected for a level-one interview will be notified by email.
5. Inquiries regarding disqualification should be directed to the Division of Human Resources/Labor Relations.

B. Level One Interview

1. After completion of the job specific knowledge and skills test, successful candidates will be interviewed by a Level-One Interview Committee. This will be an interview in which specifically agreed upon questions (appropriate and meet legal compliance) are presented to each candidate exactly in the same manner without probing for further response.
2. The Level-One Interview Committee may be composed of 8-10 panel members with a broad base of representation and diversity and should include at least one or more community member, classified employee, certificated employee, person in the same or similar position, district administrator, and hiring administrator, or designee, as appropriate.
3. The Level-One Interview Committee will rank candidates in accordance with total rating points. The top-ranked candidates will advance to a level-two interview.
4. The Associate Superintendent of Human Resources/Labor Relations, or designee, will contact successful candidates and schedule an interview with the Level-Two Interview Committee. Candidates will be informed that references will be verified prior to level-two interviews and written responses will be presented to the Level-Two Interview Committee for review.
5. The Associate Superintendent of Human Resources/Labor Relations, or designee, will contact unsuccessful candidates with his/her interview results.

C. Job Specific Knowledge or Skills Test (Practicum)

1. Prior to the level-two interview, successful candidates who are invited to interview for a position of E24 Vice-Principal or higher on the management salary schedule are required to complete a job specific knowledge or skills test (practicum) administered by the Associate Superintendent of Human Resources/Labor Relations, or

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

designee.

2. Successful candidates who are invited to interview for a position lower than E24 on the management salary schedule may be asked to complete a job specific knowledge or skills test.

D. Level-Two Interview

1. Successful candidates from the level-one interview committee will advance to a level-two interview. This will be an interview in which candidates are probed in depth about their background, experience, and knowledge relating to the position which they are seeking, as well as inquiries related to topics under discussion.
2. Vice-Principal (E24) positions are required to participate in a level-two interview.
3. The Level Two Interview Committee will be designated by the Superintendent and will include leaders who will work with the positions. Panel members may include: Assistant or Associate Superintendent supervising the position, Chief Academic Officer, Chief Financial Officer and/or the Associate Superintendent of Human Resources/Labor Relations, as appropriate, and other individuals at the discretion of the Superintendent.

E. Writing Sample

1. Prior to the level-two interview, successful candidates who are invited to interview are required to respond to a writing sample administered by the Associate Superintendent of Human Resources/Labor Relations, or designee.
2. The writing sample will become part of the level-two interview packet.

F. Final Selection

1. The Level-Two Interview Committee will identify the one most qualified candidate for the Superintendent to present to the Board of Education.
2. The Associate Superintendent of Human Resources/Labor Relations, or designee, will conduct extensive reference checks prior to presenting a job offer to the successful candidate.
3. Finalists, both successful and unsuccessful, will be notified of the decision which is to remain **confidential** until Board of Education approval.
4. Inquiries regarding non-selection should be directed to the Division of Human Resources or the Hiring Administrator.

G. Evaluation

1. All participants in the promotion selection process will be given an evaluation form to provide feedback regarding the process.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PROCEDURE FOR LEADERSHIP INTERVIEW AND SELECTION

This interview and selection process shall be used for leadership positions at **E-24 Vice-Principal and above** on the management salary schedule.

SCREENING PROCESS

- Review valid lateral transfer requests within five working days of posting.
- Lateral transfers are posted (on Human Resources website) concurrently with posting on the District's website for District and non-District employees.
- If a lateral transfer is not selected, applications submitted on the District's website are screened.
- Available candidates may be screened to a reasonable number based on specific written criteria.
- Initial screening by Human Resources Analyst/Administrator.
- Secondary screening (E25 and above) by the direct supervisor of the position, the Associate Superintendent of that division, and the Associate Superintendent of Human Resources/Labor Relations.
- Notify by email those not selected for a level-one interview.
- Notify the most qualified candidates with an invitation to interview.

JOB SPECIFIC KNOWLEDGE/SKILLS TEST

- Required practicum of each candidate prior to level-one interview.
- Division of Human Resources/Labor Relations to administer job specific practicum procedure (E24 Vice-Principal and above).
- Test results become part of level-one interview packet.

LEVEL ONE INTERVIEW

- An interview is one in which specifically agreed upon questions (appropriate and meet legal compliance) are presented to each candidate in exactly the same manner without probing.

COMPOSITION OF INTERVIEW COMMITTEE:

- Interview Committee – may include 8-10 panel members.
(For E24 Vice-Principal and above.)
- All panels should consist of a broad base of representation and diversity.
Should include at least:
 - 1 or more community member(s)
 - 1 classified employee
 - 1 certificated employee
 - 1 person in same or similar position
 - 1 District administrator
 - 1 hiring administrator (or designee)
- Interview questions (and answers, if needed) and Job Specific Knowledge/Skills Test submitted by site administrator and hiring administrator.

INTERVIEW COMMITTEE RESPONSIBILITIES:

- Interview Committee provided with:
 - Candidate's application packet
 - Job Specific Knowledge/Skills Test
 - Selection Criteria Form (includes questions, and answers if needed, and rating form)
 - Confidentiality Statement and related instructions
- Conduct interviews (each committee member participates)
- Level-one candidates – ranked in accordance with total rating points.
- After completion of all interviews, panelists submit all paperwork to proctor.
- Rating sheets being submitted, panelists may discuss candidates prior to recommending finalist.
- Committee members identify strengths/weaknesses of each candidate.
- Committee members note recommended questions for level-two interview.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

- Discussion, ranking, and all information remains confidential.

HUMAN RESOURCES FOLLOW-UP:

- Division of Human Resources/Labor Relations notifies successful candidates and schedules a level-two interview.
- Candidates informed of verification of reference checks prior to level-two interview.
- Human Resources notifies unsuccessful candidates with interview results.
- Human Resources contacts references and develops written responses to inquiries.
- Written responses submitted to level two interview committee for review.

WRITING SAMPLE

- Required writing sample of each candidate prior to level-two interview.
- Division of Human Resources/Labor Relations to administer the writing sample.
- Writing sample to become part of level-two interview packet.

LEVEL TWO INTERVIEW COMMITTEE

- An interview in which candidates are probed in depth about their background, experience, and knowledge relating to the position which they are seeking or inquiries related to topics under discussion.
- Mandatory for positions E24 Vice-Principal and above.
- Top-ranked candidates from level one interview committee invited to interview.

EXCEPTIONS:

- Vice-Principal to interview with Chief Academic Officer, Assistant Superintendent (supervising the site) and Principal. (Top candidate will meet with the Superintendent.)

COMPOSITION OF INTERVIEW COMMITTEE:

- Interview Committee-includes leaders who will work with the position and at the discretion of the Superintendent.
May include:
 - Assistant or Associate Superintendent supervising the position
 - Chief Academic Officer
 - Chief Financial Officer
 - Associate Superintendent of Human Resources/Labor Relations
 - Other individuals at the discretion of the Superintendent

INTERVIEW COMMITTEE RESPONSIBILITIES:

- Interview Committee provided with:
 - Candidate's application packet (application, cover letter, resume, reference letters)
 - Practicum Summary (Job Specific Knowledge/Skills Test)
 - Oral Interview Summary
 - Level-One Interview Process Summary
 - Level-One Interview Questions
 - Job Description
- Identify the one most qualified candidate.

JOB OFFER AND SALARY PLACEMENT

- Division of Human Resources/Labor Relations contacts the successful candidate to make an "Offer of Employment".
- Division of Human Resources/Labor Relations conducts extensive reference checks.
- Division of Human Resources/Labor Relations determines salary placement.
- Candidate informed that offer is contingent upon:
 - Approval by the Board of Education
 - A tuberculosis test
 - Fingerprint clearance

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

RECOMMENDATION FOR EMPLOYMENT

- Superintendent to present selection to the Board of Education in closed session for approval.

LEADERSHIP POSITIONS AT E24 AND BELOW ON THE MANAGEMENT SALARY SCHEDULE

- The interview and selection process shall be the same as described above, with the following exceptions:
 - A job specific knowledge/skills test (practicum) is not mandatory.
 - Level-two interview not required; however, may be established by the hiring administrator at his/her discretion.
 - Recommendations not presented in closed session to the Board of Education for approval.
 - Recommendations will require approval by the Superintendent prior to being submitted in open session on the A-1 agenda for approval by the Board of Education.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

OVERVIEW FOR FILLING LEADERSHIP POSITIONS

REQUISITION

- Receive signed/approved requisition.
- Approved by Associate Superintendent of Human Resources/Labor Relations prior to advertisement.

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- Lateral Transfers (employees in same classification and similar duties and responsibilities).
Post 5 working days on Human Resources website concurrent with District-wide posting.
- District-wide Applicants
Post 10 working days on District's website for District and non-District employees.
- Seek other recruitment methods as appropriate.
- Accept only applications submitted on the District's website.

ELIGIBILITY POOL

- In the case of probable recurring vacancies, an eligibility list of qualified candidates may be established to fill anticipated future vacancies.
- If a pool for the vacant position is available, a reasonable number of applicants from that pool will be invited to interview.

SCREENING PROCESS

- Initial screening – Human Resource Analyst/Administrator
- Secondary screening (E25 and above) – Assistant Superintendent, Associate Superintendent of Human Resources/Labor Relations and Chief Academic Office

LEVEL ONE INTERVIEW

- Interview in which specifically agreed upon questions (appropriate and meet legal compliance) are presented to each candidate in exactly the same manner without probing.
- Interview Committee – may include 8-10 panel members.
(For E24 Vice-Principal and above.)
- All panels should consist of a broad base of representation and diversity.
Should include at least:
 - 1 or more community member(s)
 - 1 classified employee
 - 1 certificated employee
 - 1 person in same or similar position
 - 1 District administrator
 - 1 hiring administrator (or designee)
- Interview questions (and answers, if needed) and Job Specific Knowledge/Skills Test submitted by site administrator and hiring administrator.

JOB SPECIFIC KNOWLEDGE OR SKILLS TEST

- Required (Practicum) of each candidate prior to level-one interview.
- Required for positions E24 Vice-Principal and above.
- Required for positions E24 and below only upon request by the hiring administrator.
- Division of Human Resources/Labor Relations to administer the practicum.

WRITING SAMPLE

- Required writing sample of each candidate prior to level-two interview.
- Division of Human Resources/Labor Relations to administer writing sample.
- Writing sample to become part of level-two interview packet.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

LEVEL TWO INTERVIEW

- Interview in which candidates are probed in depth about their background, experience and knowledge relating to the position which they are seeking or inquiries related to topics under discussion.
- Level-two interview mandatory for positions E24 Vice-Principal and above.
- Top-ranked candidates from level-one interview committee invited to interview.
- Level -Two Interview Committee – Includes leaders who will work with the position and at the discretion of the Superintendent.

May include:

- Assistant or Associate Superintendent supervising the position
- Chief Academic Officer
- Chief Financial Officer
- Associate Superintendent of Human Resources/Labor Relations
- Other individuals at the discretion of the Superintendent

EXCEPTIONS:

- Vice-Principal and Program Manager to interview with Chief Academic Officer, Assistant Superintendent (supervising the site), and Principal. (Top candidate will meet with the Superintendent.)
- Coordinator (E25) not required to interview with level two interview committee.

FINAL SELECTION

- Selection presented to the Board of Education.
- Division of Human Resources/Labor Relations to conduct extensive reference checks.
- All finalists notified of selection – remains confidential until Board approval.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PROCEDURE FOR ESTABLISHING AN ELIGIBILITY POOL

An eligibility pool is created for specific positions for which multiple openings are projected.

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The Eligibility Pool is advertised by the Division of Human Resources/Labor Relations *electronically* as an *open position* on the District website.

SCREENING

Applications are screened for *minimum qualifications* as posted on the job advertisement, and for *complete application packets*.

INTERVIEW PANEL

The panel is selected by the Division of Human Resources/Labor Relations, with the input of the hiring administrator. *Assistant Superintendents will participate* on the panel or assign designees. Selected panel members should be at the *same level or higher level than the position advertised* for the Eligibility Pool. *One panel member* should be currently working in the *same position* being advertised.

ELIGIBILITY LIST

An Eligibility List is prepared in a **confidential rank order**. The number of candidates selected is determined by the hiring administrator and the Division of Human Resources/Labor Relations. (The indicator is usually a natural break or gap in the closeness of points rated by the panel members.)

The candidates who are *selected* or *not selected* will be **notified by email** from the Division of Human Resources/Labor Relations.

INTERVIEW OPPORTUNITIES

As specific *positions* become *available*, the *top-ranked candidates* are invited to *interview* by the Division of Human Resources/Labor Relations. As the top-ranked candidates are selected for positions, the list is replenished with the next highest-ranked candidate from the list.

RETIREMENT OF ELIGIBILITY POOL

The Eligibility Pool is *defunct* when it is *decreased to 50%* or below the original number or *exceeds one year*.

The need for a *new pool* is determined by the *hiring division* and the Division of Human Resources/Labor Relations for anticipated multiple openings or, if multiple openings are not projected, to advertise open postings for the specific positions as they become available.

When a *new Eligibility Pool* is advertised, candidates remaining in the prior pool *must reapply* and *re-interview*.

Candidates remaining in the prior pool will be **notified** from the Division of Human Resources/Labor Relations inviting him/her to reapply when the next pool is advertised.

CANDIDATE TO BE ADDED TO AN EXISTING ELIGIBILITY POOL

Eligibility Pools have the expectancy to *last three months to a year*. A safeguard was initiated to ensure that if *exceptional candidates* emerged after specific Eligibility Pools were in existence, there would be a fair process to include these outstanding candidates to the pool.

The Division of Human Resources/Labor Relations prioritizes recruitment activities and prepares recruitment schedules yearly to entice outstanding candidates for vacancies. Some candidates are *not available or credentialed* at the time of the Eligibility Pool advertisement. Other considerations may be *diversity, specialized educational background*, including language and/or credential.

A top-level administrator may suggest the name of an individual to be added to an existing Eligibility Pool. A **“Request for Exception to Interview”** form (available on the District’s website) is required and all criteria on that form must be *completed prior to review*.

Section P

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

The request is presented to the Associate Superintendent of Human Resources/Labor Relations for review. Only candidates who have *not interviewed* for the Eligibility Pool will be considered for the *exception process*

Section R

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

RE-EMPLOYMENT PROCESS/ PERMANENT CERTIFICATED

When permanent certificated employees are rehired within 39 months of their resignation (other than a lay-off), they should be restored to full rights and benefits with the exception of seniority. This would include salary placement, tenure status and years of service. Seniority, however, is now established as the date in which they begin their re-employment.

In the event a certificated employee is rehired from a lay-off within 39 months of termination, all rights, including seniority, are reinstated upon rehire. Rehires are subject to fingerprint clearance if no record of clearance exists upon re-employment.

Reference: Ed. Code 44931. Re-employment of a permanent certificated employee

Section R

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

RE-EMPLOYMENT PROCESS/CLASSIFIED

If a member of the classified service resigns voluntarily (without disciplinary reasons) and seeks re-employment later, he or she may be reinstated or re-employed by Fresno Unified School District within 39 months after his or her last day of paid service. This reinstatement will be without further competitive examination to a position in his or her former classification as a permanent employee.

Section R

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

REFERENCE TELEPHONE CHECKLIST

HR Representative Name: _____

Applicant's Name: _____

Date contact completed: _____

Who was contacted? Name: _____ Title: _____

Questions Asked:

- 1) How long have you known this person? _____
- 2) In what capacity? Employer ___ Supervisor ___ Co-worker ___ Friend ___ Other _____
- 3) Date Employed: _____ Separated: _____
- 4) Reason for leaving: _____
- 5) Would you re-employ? ___ If not, why? _____

- 6) Was this person reliable, honest, trustworthy, and of good character/professional attitude? _____

- 7) What were the strengths of this individual? _____

- 8) What were the weaknesses of this individual?

- 9) Further pertinent comments:

Section R

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

RESIGNATION NOTIFICATION

Resignations must be given with sufficient notice to the school site or department to allow for an effective transition. A position **may not** be released from a position until a replacement is found.

If an employee requests a leave in lieu of resignation please refer to the leave procedures in Section L.

All resignations should be forwarded to **The Division of Human Resources** as soon as possible.¹ If you have any questions please feel free to call **457-3540**.

[“NOTIFICATION OF RESIGNATION”](#)

1 BP 4117.2 Resignation, Certificated
BP 4217.2 Resignation, Classified

Section R

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

RETIREMENT REFUND - CalPERS

Senate Bill 2679, Chapter 1163 passed in 1988 states that the signature of a PERS member's spouse is required on separation documents signed on or after January 1, 1990 when a member requests a refund of his/her CalPERS contributions.

The Division of Human Resources will notify CalPERS (ACS) regarding termination of an employee. Within 30 days, CalPERS will forward appropriate documents to the employee for signature.

Section R

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

RETROACTIVE BUDGET ADJUSTMENTS

Retroactive budget adjustments are **not** automatically made to a school site or department budget when Human Resources makes the change in Lawson.

Below are the steps:

1. Fiscal Services requires the following information on a requisition:
 - (a) Previous Budget Number(s)
 - (b) New Budget Number(s)
 - (c) Date Budget Change effective

2. When a retroactive budget change is made, Human Resources **must** let Fiscal Services know to ensure the actual budget can be adjusted.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SALARY SCHEDULE PLACEMENT-CERTIFICATED

SALARY PLACEMENT/UNITS

Initial salary placement will be made upon verification of post-graduate units **submitted on an official transcript within thirty (30) days of the Hire Date.** Transcripts and/or grade cards verifying units earned after initial salary placement must be submitted to Human Resources by **August 31** of each year for advancement on the salary schedule. All units earned beyond the Bachelor Degree must be upper division or graduate level and be acceptable for a planned degree or credential. Lower division courses in mathematics, foreign language and physical science not included in a teacher's undergraduate program may generally be considered an essential part of a teacher's program of improvement.

Refer to Article 51 of the collective bargaining agreement between Fresno Unified School District and the Fresno Teachers Association for additional salary information.

SERVICE CREDIT

Full credit is given toward salary placement for K-12 teaching experience in an accredited school in grades K-12. The experience must be verified and submitted to Human Resources by the former school district.

A maximum of five (5) years of creditable service for career increment (longevity) will be granted for non-district service.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SALARY SCHEDULE PLACEMENT-MANAGEMENT

All administrative personnel entering the school district shall be placed on the salary schedule based upon training and experience. There shall be a separate salary schedule for administrators and for teachers.

The salary schedule shall contain a grade and position title and a number of steps that provide salary increments for service within each step. Advancement shall be made on the basis of service years.

The Management Salary Schedules shall be considered whenever salary schedule adjustments are made for non-management employees to guarantee equitability to all employees of the district.

Changes in the salary schedule shall require approval by the Board.

Legal Reference:

EDUCATION CODE

45032 Power of governing board to increase salaries

45160-45169 Salaries

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SENIORITY LIST – CERTIFICATED

Definition

First date of paid service in probationary status.

Purpose

The objective of the Certificated Seniority List is to allow Certificated Administrators and Teachers to possess knowledge of seniority placement within the District.

Proposed Date of Distribution

In the Fall of each year, the Certificated Seniority will be given to teachers on the Terms of Employment.

List Includes

Certificated Teachers.

Nurses.

Certificated Administrators who have earned tenure status in the District.

Administrators and Teachers on leave or pending leave of absence.

School Site Administrators hired into the District after 1983 who have earned a maximum of 3 years seniority as a teacher.

Seniority List Will Show:

Most Senior Certificated Employee at the Top of the List

Credentials and Degrees

Current Hire Date

Department Name

Employee Name

Original Hire Date

FTE/Percent Time

Position Title/Present Assignment

Seniority Date - First Day of Probationary Employment

ID Number

Status Code

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SIXTH PERIOD COMPENSATION

*Please see Section A, page 1, titled “Additional Duty Days & Increased Work Day-Certificated

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District



Fresno Unified School District Substitute Quick Reference Card

System Phone Number 264-7642

Help Desk Phone Number Certificated - 457-3492

Classified - 457-3475

Write your Access ID here _____

Write your PIN here _____

Web Browser URL www.hr.smartfinder.fresno.k12.ca.us/

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am - 11:00 am	4:45 - 9:30 pm
Saturday	None	None
Sunday	None	5:00 - 9:30 pm
Holidays	None	5:00 - 9:30 pm

DECLINE/CANCEL REASONS:

1 ILLNESS

2 UNAVAILABLE

3 FAMILY EMERGENCY

4 NO TRANSPORTATION

5 MILITARY DUTY

6 JURY DUTY

7 WORKING OTHER DISTRICT

8 AVAILABLE AM ONLY

9 AVAILABLE PM ONLY

10 OUT OF SUBJECT AREA

11 DEPENDENT ILLNESS

12 PRE-ARRANGED OTHER JOB

13 PERSONAL BUSINESS

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
 2. Enter your **PIN** followed by the star (*) key
-

THE SYSTEM CALLS HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
 2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the star (*) key
 3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 1 followed by the star (*) key
PRESS 1 to Accept
 4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.
-

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
 2. **PRESS 1** to Repeat the job information
-

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 – Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
 2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)
-

HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
 2. If you **pressed 3** to Decline assignment
Enter decline reason from page 1 followed by the star (*) key
-

CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
 2. Enter new telephone number followed by the star (*) key.
-

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
-

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

PROFILE

Information - Review profile status and address information.

Update Email - Enter or change email address

Callback Number – View/update callback number; specify a Do Not Call time.

Change Password - Enter your current PIN followed by a new PIN twice and

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

click Save

SCHEDULE

General

- **Modify an Availability Schedule**
 - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
 - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.

Classifications and Locations

- Review classifications and locations you have chosen for assignments

Unavailable Dates Tab

- **Create Unavailability Schedule**
 - Select the *New* button
 - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
 - Select the *All Day* check box or enter the time range in HH:MM am or pm format
 - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
 - Select *Save* button

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

- Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
- Select the *Return to List button* to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Fresno Unified School District Employee Quick Reference Card

System Phone Number 264-7642

Help Desk Phone Number Certificated – 457-3492
Classified – 457-3475

Write your Access ID here _____

Write your PIN here _____

Web Browser URL www.hr.smartfinder.fresno.k12.ca.us/

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am 11:00 am	4:45 pm - 9:30 pm
Saturday	None	None
Sunday	None	5:00 - 9:30 pm
Holidays	None	3:00 - 9:30 pm

REASONS FOR ABSENCE:

- 1 ILLNESS
- 2 DISTRICT MEETING
- 3 BEREAVEMENT
- 4 PERSONAL BUSINESS
- 5 VACATION
- 6 JURY DUTY
- 7 PERSONAL NECESSITY
- 8 ON THE JOB INJURY
- 10 PREP TIME
- 11 MATERNITY LEAVE
- 14 ADMIN LEAVE
- 15 LEAVE OF ABSENCE
- 90 EXTRA PERIOD

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

6. Enter your **Access ID** followed by the star (*) key
7. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
8. Record your name followed by the star (*) key
9. Hear your callback #. Correct if necessary.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

10. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

TELEPHONE ACCESS INSTRUCTIONS

3. Enter your **Access ID** followed by the star (*) key
4. Enter your **PIN** followed by the star (*) key

MENU OPTIONS

- 1 – Create an Absence**
 - 2 – Review, Cancel Absence or Modify Special Instructions**
 - 3 – Review Work Locations and Job Descriptions**
 - 4 – Change PIN, Re-record Name**
 - 9 – Exit and hang-up**
-

TO CREATE AN ABSENCE

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done
PRESS 2 to Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
6. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute
Enter the substitute access ID, followed by the star (*) key
PRESS 1 to Accept requested substitute
PRESS 1 if the Substitute should be called
PRESS 2 if the Substitute has already agreed to work and does not need to be called
PRESS 2 to Bypass requesting a substitute
7. Complete Absence
PRESS 1 to Receive the job number
Record the Job Number. The Job Number is your confirmation.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence
 2. If you **pressed 3** to Cancel the job
PRESS 1 to Confirm the cancellation request
If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to Not have the system call the substitute
Once you confirm a request to cancel the job, you **MUST** wait for the system to say **"Job Number has been cancelled."**
-

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
-

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The "Trouble Signing In" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system and have a valid email address in your profile to use this option.*

PROFILE

Information

- Review profile status and address information.

Update Email

- Enter or change email address.

Change Password

- Enter your current PIN followed by a new PIN twice and click Save.
-

SELECT ROLE

For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required to complete an Absence.

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu.**

NOTE: *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment. *Absence Approval may not be enabled for your district.*
- **Indicate if a substitute is required for this absence**
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence.
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
- Request a particular substitute
 - Enter the substitute's access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- **Select the Continue button**

COMPLETE! You **MUST** receive a **Job Number** for your absence to be recorded in the system and to receive a substitute.

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
- Select *Return to List* button to return to the job listing

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

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Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Fresno Unified School District Administrator Telephone Quick Reference Card

System Phone Number 264-7642

Help Desk Phone Number Certificated 457-3492

Classified 457-3475

Write your Access ID here _____

Write your PIN here _____

Web Browser URL www.hr.smartfinder.fresno.k12.ca.us

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am - 11:00 am	4:45 pm - 9:30 pm
Saturday	None	None
Sunday	None	5:00 pm - 9:30 pm
Holidays	None	3:00 pm - 9:30 pm

REASONS FOR ABSENCE:

- 1 ILLNESS
- 2 DISTRICT MEETING
- 3 BEREAVEMENT
- 4 PERSONAL BUSINESS
- 5 VACATION
- 6 JURY DUTY
- 7 PERSONAL NECESSITY
- 8 ON THE JOB INJURY
- 9 VACANCY
- 10 PREP TIME SUB
- 11 MATERNITY LEAVE
- 12 EXTRA HELP
- 13 TESTING
- 14 ADMIN LEAVE
- 15 LEAVE OF ABSENCE

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

90 EXTRA PERIOD

TELEPHONE ACCESS INSTRUCTIONS

5. Enter your **Access ID** followed by the star (*) key
6. Enter your **PIN** followed by the star (*) key
(If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

REGISTRATION

11. Record your name followed by the star (*) key
12. Hear your work locations and job descriptions. If they are not accurate, contact the help desk.
13. If your PIN is the same as your Access ID, enter a new PIN
Enter a PIN at least six (6) digits in length followed by the star (*) key

MENU OPTIONS

- 1 – Create an Absence
- 2 - Create a Vacancy
- 3 - Review, Cancel or Modify Jobs
- 4 - Hear Job Counts
- 6 - Record Announcements
- 7 - Change your PIN
- 9 - Exit and hang-up

TO CREATE AN ABSENCE

NOTE: *If an employee has multiple schedules for the same classification they may not be able to create an absence on the telephone for every one of the schedule entries for that classification. They will be able to do that on the Web.*

1. Enter the Absentee's access ID, followed by the star (*) key
PRESS 1 if Correct
If the employee has more than one work schedule, confirm the location and classification choice.
PRESS 2 to Enter another access ID
2. Enter dates and times for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times
3. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
4. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
8. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

PRESS 2 to Bypass this step

9. Is a Substitute Required?

PRESS 1 if a substitute is required

PRESS 2 if a substitute is not required

10. If you **pressed 1**, a substitute is required

PRESS 1 to Request a particular substitute

Enter the substitute access ID, followed by the star (*) key

PRESS 1 to Accept requested substitute

PRESS 1 if the Substitute should be called

PRESS 2 if the Substitute has already agreed to work and does not need to be called

PRESS 2 to Bypass requesting a substitute

7. Complete Absence

PRESS 1 to Receive the job number

Record the Job Number. The Job Number is your confirmation.

CREATE A VACANCY

1. Enter classification followed by the star (*) key or wait for a list of classifications

PRESS 1 if Correct

PRESS 2 to Re-enter

2. Enter calendar followed by the star (*) key or wait for a list of calendars

PRESS 1 if Correct

PRESS 2 to Re-enter

3. Continue with the steps for creating an absence beginning with step 2

REVIEW, CANCEL, OR MODIFY JOBS

1. **PRESS 1** to Enter a job number

Enter a job number, followed by the star (*) key

PRESS 2 to Hear a list of current/future jobs listed in chronological order

PRESS 3 to Hear a list of today's jobs

PRESS 4 to Hear a list tomorrow's jobs

PRESS 5 to Hear a list of jobs on specific date

Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day, and two digits for the year

PRESS 6 to Enter another location

2. Hear job information. The pound (#) sign fast forwards through job details

PRESS 1 to Hear the job information again

PRESS 2 to Cancel the job

PRESS 3 to Modify the job information

PRESS 4 to Verify the job

PRESS 8 to Hear the next job

3. If you **pressed 2** to Cancel the job

PRESS 1 to Confirm the cancellation request

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

If a substitute is assigned to the absence

PRESS 1 for the System to call the assigned substitute

PRESS 2 to Not have the system call the substitute

Once you confirm a request to cancel the job, wait for the system to say, "Job Number has been cancelled."

4. If you **pressed 3** to Modify job information

PRESS 1 for Start date

PRESS 2 for End date

PRESS 3 for Start or end time

PRESS 4 for Special instructions

PRESS 5 for Reason

PRESS 7 to Change specified substitute

If you pressed 1 thru 7, follow the telephone instructions to complete the job modification.

HEAR JOB COUNTS

1. **PRESS 1** for Today's job count

PRESS 2 for Tomorrow's job count

PRESS 3 for a Job count on a specific date

Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day and two digits for the year

2. Hear the total job count and open job count

RECORD ANNOUNCEMENTS

1. **PRESS 1** to Record announcement

PRESS 2 to Delete an announcement

2. If you **pressed 1** to record an announcement

Record the announcement, followed by the star (*) key

PRESS 1 to Accept

PRESS 2 to Re-record

CHANGE YOUR PIN

1. Enter a new PIN at least six (6) digits in length followed by the star (*) key

2. **PRESS 1** if Correct

PRESS 8 to Re-enter

PRESS 9 to Exit to menu options (without saving PIN)

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

FRESNO UNIFIED SCHOOL DISTRICT

SmartFinderExpress

CODE LIST

CERTIFICATED CLASSIFICATION CODES

1	CHILDREN CENTER	38	ALGEBRA
2	PRESCHOOL	39	ADVANCED MATH
3	KINDERGARTEN	40	COMPUTER SCIENCE
4	ELEMENTARY 1-3	41	TYPING
5	ELEMENTARY 4-6	42	SHORTHAND
6	BILINGUAL K-6	43	ACCOUNTING
7	DRAMA, SPEECH	44	VOC ED BUSINESS
8	JOURNALISM, YEARBOOK	45	P E - GIRLS
9	ESL (ENGLISH AS A SECOND LANGUAGE)	46	P E - BOYS
10	ENGLISH	47	HEALTH
11	FRENCH	48	ADAPTIVE P E/K-12
12	SPANISH	49	SPECIAL ED/K-6
13	GERMAN	50	SPECIAL ED/K-12
14	LATIN	51	SP ED AUSTISTIC 7-12
15	CHINESE	52	DEAF/HH SPECIALIST K-12
16	HMONG, LAO	53	TRANSITION
17	RUSSIAN	54	COMM HANDICAPPED K-6
18	SOCIAL STUDIES	55	AEROSPACE
19	PHYSICAL SCIENCE	56	POLICE SCIENCE
20	LIFE SCIENCE	57	CADETS
21	CHEMISTRY	58	MEDICAL OCCUPATIONS
22	LIBRARY	59	SCIENCE 7/8
23	DRIVERS ED/TRAINING	60	SP ED AUTISTIC K-6
24	VOCAL MUSIC	61	LEARNING HANDICAPPED
25	INSTRUMENTAL MUSIC	62	SPEC DAY CLASS K-3
26	ART	63	SPEC DAY CLASS 4-6
27	PHOTOGRAPHY	80	ADULT ESL
28	AGRICULTURE	81	ADULT BASIC ED
29	WOOD	82	GED
30	AUTOMOTIVE	83	ADULT SPEC ED
31	METAL	84	ADMINISTRATOR
32	ELECTRONICS	85	PHYSICS
33	MAINTENANCE	86	COUNSELOR
34	HOME ECONOMICS		
35	PACE		
36	SOCIOLOGY		
37	MATH		

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

REQUEST FOR EVENT NUMBER FORM

Fresno Unified School District

Division of Human Resources

Substitute Employee Management System

Cert. Help Desk - 457-3492 Class. Help Desk - 457-3475

(For District Meetings, In-Services, Workshops, Conferences, Comp Time, Vacancies & Extra Help)

Individual Making Request	School / Department	Telephone #
----------------------------------	----------------------------	--------------------

Is this request for *certificated* _____ or *classified* _____ *substitutes*? Number of Subs Requested: _____

If *certificated*, is request placed on "Substitute Reservations Calendar?" Yes No

If "NO" explain other sub arrangements: _____

CERTIFICATED Substitute Information:

Employee Requesting Sub	School/Department	Employee Requesting Sub	School/Department

CLASSIFIED Substitute Information:

Requesting Sub For:	ID# or Personnel Req #	Position Title	Hours Needed (From/To)

Brief Event Description or Purpose (required): _____

(Substitutes cannot be provided without this information **School Site Plan Citation:** _____)

Date/s Subs are Needed: _____ **Budget Number:** _____ - _____ - _____ - _____ - _____ - _____ - _____
FUND AGYS ORG ACTV FUNC OBJT RCAT

ATTN: _____ **Description:** _____

TO BE COMPLETED BY THE ORIGINATOR PRIOR TO RECEIVING AN EVENT#:		
Principal/Program Manager/Department Head	Signature	Date
State & Federal (If Categorical)	Signature	Date
Division Superintendent (If Non Categorical)	Signature	Date

Section S

DIVISION OF HUMAN RESOURCES
Fresno Unified School District

Print or Type - Please make a copy of this form for your files for auditing purposes.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

INSTRUCTIONS FOR OBTAINING AN EVENT NUMBER

A "Request for an Event Number Form" **must be submitted at least two weeks/(10) working days prior to the date of the event.** This form must be completed by the Site/Department Administrator, Program Manager, Office Manager or their designee, only.

When requesting a Certificated Substitute for a **District Meeting or Comp Time**, the **individual making the request** must first call the SEMS Certificated Help Desk at 264-7642, to make a reservation on the "Sub Space Reservations Calendar." **{This does not guarantee budget approval.}** If no space is available on the "Sub Space Reservations Calendar" you will not be issued an Event Number.

Once a reservation has been made, the individual making the request must completely fill out the "Request for an Event Number Form" and forward to the proper individual, department or Assistant Superintendent for approval.

Requests need to be **approved and signed** by State and Federal or Multilingual/multicultural, if using categorical funds, by Special Education if using Special Ed. funds or by your Assistant Superintendent when any other budget is used. The only exception is when you are billing an outside entity for a substitute.

The originator must type or print the names of the following individuals **for their signature**:

1. **Principal, Program Manager or Department Head**
2. **Project Coordinator in the office of State and Federal Programs or Multicultural Multilingual (for categorical funds)**
3. **Assistant Superintendent (district or other funding)**

Upon receipt of the approved form at the SEMS Help Desk an **Event Number** will be assigned and mailed to the originator of the form. The originator will then inform the employees going to the event, to call the SEMS at 264-7642 for a substitute.

REMINDER: Please remember that request forms that are not filled out and approved properly are returned to the originator and may cause a delay in processing. An **Event Number** is required for comp time, any vacancy, a roving sub or extra help. An **Event Number** is not required for leave's or illnesses.

Substitute Space Reservations Calendar

No department or school site should reserve more than 75 sub spaces per day. Reservations need to be made at least 10 days prior to the date of the event. Employees need to make their request for a substitute in the SEMS at (264-7642) at least 5 days prior to the date of their event.

Classified Personnel:

Event numbers **must** be used for any vacancies or extra help positions. If specific start and end times apply to the position, please indicate those times on the **Date/s of Event** line.

Please Remember that **clerical** substitutes can only remain in the same position up to 75% of the regular employees duty year, and **instructional aides** in vacant positions may only stay on the same assignment up to 20 working days.

All other instructions for **certificated** apply to **classified** employees regarding District Meetings, in services or Training, except for reserving space on the "sub space reservations calendar."

[REQUEST FOR EVENT NUMBER](#)

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUBSTITUTE ADMINISTRATIVE PROCEDURES

The following guideline should be used to obtain administrative substitutes:

1. If a school has a single administrator, we will provide a substitute for illness on the first day; however, a substitute will not be provided for professional development.
 2. If a school has other administrators, i.e. Vice Principal, GIS, GLD, etc., we will provide a substitute for illness after the third day of absence for illness
 3. If an administrator will be out due to special circumstances for two weeks or longer, the Division Administrator will work with the Assistant Superintendent in Human Resources and the Chief Business Official to make accommodation on a case-by-case basis.
1. Please refer to the HR webpage (<http://www.fresnounified.org/dept/hr/>) for up to date Pay information for specific Substitute positions.
 2. A substitute or interim for an administrative position can apply for the position they are filling in for, as long as they do not exceed a six week period in that position.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUBSTITUTE MANAGEMENT RATE OF PAY

When a non-district employee substitutes in a management/administrator capacity, the rate of pay will be established by using step one of the classification for which the person is substituting.

The process for requesting a management substitute will remain the same. The employee who is substituting must have completed the regular employment process and registered through the SEMS system. An event number is required by the site requesting the substitute. The time should be recorded on the blue timesheet under SUBPR.

This rate of pay will also be used for Fresno Unified School District retirees who substitute in a management capacity. The retiree rate of pay will be as stated above; step one of the classification the employee is substituting in, unless negotiated otherwise on an “exception-only” basis, with the approval of Human Resources

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUBSTITUTE TEACHER REVIEW FORM PROCEDURE

When a site administrator evaluates the teaching performance of a substitute teacher assigned to his/her site, the administrator may, at his/her request, receive input from the teacher for whom the substitute worked, team teachers, department chairpersons, learning directors, program coordinators, and any other member of the school community. All Substitute Teacher Review Forms shall be sent to the Division of Human Resources.

The criteria which are to be used in measuring a substitute teacher's performance shall be, but not limited to, ability to discipline, whether plans were followed, punctuality, whether substitute teacher positively contributed to the instructional program.

Before filing a negative formal Substitute Teacher Review Form and within 15 days of occurrence, the site administrator shall attempt to resolve the issue or concern with the substitute teacher. If the issue is resolved, the Substitute Teacher Review Form shall not be forwarded to Human Resources. **If the principal does not attempt to contact the Substitute Teacher within 15 days of the occurrence, the Substitute Teacher Review Form will be eliminated.** If the substitute teacher is contacted but the situation cannot be resolved to the satisfaction of administration, the Substitute Teacher Review Form will be sent to Human Resources.

The Division of Human Resources shall provide a copy of any Substitute Teacher Review Form to the substitute within fifteen (15) days from the completion of the substitute assignment.

The substitute shall have the right to submit a response to any such Substitute Teacher Review Form within fifteen (15) days.

A representative of Human Resources shall review the response prior to entering the Substitute Teacher Review Form in the substitute teacher's official personnel file. Upon request, the employee representative may be included during the review.

If a representative of Human Resources and the employee's representative agree that the charges are not valid the form will not be entered into the employee's personnel file and will be destroyed.

If the Substitute Teacher Review Form is filed in the substitute teacher's personnel file, the response shall be attached and filed with the evaluation in the substitute teacher's official personnel file.

The Human Resources representative's determination regarding whether a Substitute Teacher Review Form shall be entered in a personnel file shall not be subject to the grievance procedure.

The Human Resources Representative shall make a final determination as to whether the Substitute Teacher Review Form at issue is a negative Substitute Teacher Review Form for the purpose of this article.

A substitute teacher who wishes to meet with a representative of Human Resources to discuss a negative Substitute Teacher Review Form will be given an opportunity to do so.

Any substitute teacher who receives a serious negative Substitute Teacher Review Form or a serious complaint against him/her can be removed from the District list of available substitutes

Any substitute teacher who receives three negative Substitute Teacher Review Forms will automatically be removed from the District list of available substitute teachers. Negative Substitute Teacher Review Forms may not be used more than 2 (two) years after placement in the personnel file.

If the substitute teacher is removed from the list of available substitute teachers in the District, upon request, the Union shall meet with the HR Administrator within 10 days to discuss the possibility of future employment.

["SUBSTITUTE TEACHER REVIEW FORM"](#)

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUBSTITUTE TEACHER PRIORITY LISTS

A copy of the instructions for entering absences, modifying absence information, and reviewing priority lists is included in this handbook.

Please pay particular attention to the section titled **Review Priority Lists**. School site personnel should establish a priority list of substitutes in the Smartfinder System. The system will call substitute teachers on your priority list **first**, thereby avoiding the necessity of making numerous calls from the entire list of substitute teachers.

If sites will **establish a priority list**, this will help eliminate the possibility of classes not being covered by substitutes during the school year. The system is much more efficient when calling parameters have been defined.

Please identify the substitute teachers that you would like to use on a continuing basis and follow the instructions in the materials included in this handbook to establish your priority list. You can update or change your priority list at any time during the school year.

The Personal Identification Number (PIN) that has been issued to you should be used when you are making requests or entering information in the Smartfinder System. Your PIN will not change.

If you need further information, have questions, or need assistance in establishing your priority list, please feel free to call the Certificated Help Desk at 457-3492.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUMMER SCHOOL – EMPLOYEE SELECTION PROCESS

CERTIFICATED EMPLOYEES

The principal will select his/her staff. Seniority is not involved, nor guarantee of employment or salary. Hiring practices for applicants are as follows:

- 1) Employees of the District are given first priority.
- 2) Early hires and substitutes are given second priority.
- 3) Employees from other districts are given third priority.

First consideration will be given to applicants requesting full time work. **SPLIT CONTRACTS WILL BE CONSIDERED AS A LAST RESORT.**

Teachings credentials will be verified to insure that employees are appropriately placed in the classroom for the credential they hold. Pay special attention to student teachers and teachers who work out-of-district.

All new certificated employees **must** sign up in the Division of Human Resources. Credentials must be validated from the Fresno County Credentials Office at such time.

A certificated employee cannot start Summer School until the credentialing process has been completed.

CLASSIFIED EMPLOYEES

The principal will select his/her own staff, except for Student Safety Assistants and Sign Interpreters. Student Safety Assistants will be assigned by the Summer School Office and the Safety and Security Office. Sign Interpreters will be assigned by the Special Education Department based on their seniority and current position. Hiring practices for all other applicants are as follows:

- 1) Employees who work in the same position at the same school site during the traditional year are given first priority.
- 2) Employees with the same position from a different site are given second priority.
- 3) Employees who have the required skills but lack experience are given third priority.
- 4) Substitute employees are given last consideration.

Permanent classified employees earn seniority, sick leave and vacation accrual.

First consideration will be given to applicants requesting full time work. **SPLIT CONTRACTS WILL BE CONSIDERED AS A LAST RESORT.**

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUMMER SCHOOL – PAYROLL PROCEDURES

POSITIVE TIMESHEETS

All hours for Summer School employees are to be recorded on the positive timesheets and turned in on the 15th of each month to Payroll. All Summer School employees are paid under the event type “SUSER” on the last working day of each month.

The budget number and pay rate amount must be the same information that is on the Summer School contract for all time sheets.

CERTIFICATED EMPLOYEES: Certificated employees do not accrue sick days. Certificated employees may not use sick days during summer school.

CLASSIFIED EMPLOYEES: Permanent classified employees are entitled to sick and vacation leave while working Summer School. Vacation leave must be pre-approved. Sick and vacation leave must be recorded on the hourly timesheet.

Permanent classified employees receive holiday pay if they work the day before or the day after the holiday. Office Managers will add the holiday hours to the time sheet.

Sick leave and vacation accrual is earned for permanent classified employees working 50% or more of the summer school program.

ADMINISTRATION: The days/hours stated in the summer school job application packet assumes no overlap of duty year. In order to avoid “double dipping” administrative duty days need to be reviewed and compared to the summer school schedule. A calendar must be developed and approved by the supervisor that shows where the make-up occurs for the days and hours that overlap.

Section S

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

SUPPLEMENTAL SERVICES

Procedures

Supplemental Service Contracts are effective by fiscal year. They are not to begin earlier than July 1 and end no later than June 30. Supplemental Service Contracts may not be for longer than six months at a time.

A contract must be completed for every employee performing a Supplemental Service. All Supplemental Contracts must be submitted through the Contract Utility which can be downloaded from Sharepoint. Please retain a copy for your records, as original contracts will not be returned to the site/department.

The contract must be accurate in order for the employee to be paid. Remember to use only an hourly rate amount on the contract. Incorrect rates placed on the contracts are subject to change by the Division Office, the Office of State and Federal, Human Resources or any other authorized department. The object number of the budget line for certificated employees must begin with "1" and end with a "60"; the object number of the budget line for classified employees must begin with "2" and end with a "60". It is not considered a supplemental contract unless completed this way. Make sure the 3-digit work location is on the contract. This insures the proper site will receive the timesheets.

Contracts can be viewed in Lawson under the Custom Reports section once they have been received and entered into our personnel system by Human Resources. A memo stating why work was done prior to a contract being submitted must accompany a late contract. The administrator in charge or the Division office must approve the memo.

Please remember that a part-time employee (i.e. BIA's, interpreters, and office staff) are not to be placed on a Supplemental Service Contract when the employee is requested to work additional hours in the same or like capacity. This is considered an extension of their regular work duties and these additional hours should be submitted on the hourly timesheet as extra-time.

Policy and Regulations

All Supplemental Service Contracts are based on an hourly rate of pay (refer to the Rate of Pay schedule) and hours worked must be recorded on timesheets and submitted to Payroll. For a one-time payment, please submit an Extra-pay Contract.

Certificated

Article 58, Page 104 of the FTA contract states that teachers who voluntarily accept District-assigned work during non-duty time, which is not part of their professional responsibility within the duty day, will be compensated \$30.00 per hour. District-assigned work under this provision will apply only to occasional assignments of short duration.

Classified

Education Code 45103 describes a short-term employee as any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.

Article 12, 3C, Page 17 of the CSEA Contract states that any employee in the bargaining unit who is required to work an average of thirty (30) minutes or more per day in excess of his or her regular time assignment for a period of twenty (20) consecutive days or more for a period of 50% or more of the school year will have their regular assignment adjusted upwards to reflect the longer hours, effective with the next pay period. A part time employee who increases to a total of 20 hours per week may also be entitled to fringe benefits.

In accordance to F.L.S.A., classified employees who work more than eight hours per day/40 hours per week are entitled to overtime and should be paid time and a half at their normal rate of pay. For this reason, employees who work 40-hours cannot be offered a supplemental service contract.

Retiree

Please see Section C under "Contracts – Retirees".

Management

Management employees are not eligible for Supplemental Service Contracts.

Section T

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

TRANSFER PROCESS – CERTIFICATED/TEACHERS

Reference: FTA Collective Bargaining Agreement

Vacant Permanent Positions Available for Transfer

Category I: Position identified after the leveling and before staffing.

Positions available in this category are open for voluntary transfer. Teachers who apply must be permanent employees for a lateral transfer will be notified by the principal to schedule an interview when an opening occurs. If the principal selects a lateral transfer teacher, the process ends. If the principal does not select a transfer teacher, principals will request a current list of applicants from Human Resources and new teacher candidates will be interviewed. The Division of Human Resources extends the official offer of employment.

Category II: Position identified after staffing and before leveling.
Positions available in Category II are filled as follows:

a. Staffing

The staffing process will be completed to identifying open positions.

b. Overage

Overage transfers will occur when there is a reduction in staff due to declining enrollment. Please refer to Article 62, Section 5 (d) for the overage process.

Section T

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Transfer Process Cont.

c. Volunteer Process

When the number of openings from staffing indicates the need for a Transfer/Overage Fair, teachers may volunteer. If there are no volunteers, the least senior in the grade level grouping will move into overage.

d. Displaced Temps

Displaced temporary names will be given to principals for an interview as openings are identified through the Division of Human Resources.

e. New Teacher Candidates

Human Resources will provide principals with a list of eligible candidates for new positions. Applicants must be in the current Human Resources Applicant Tracking system or principals' interviews.

Open permanent positions other than growth positions created by late retirements and other factors after staffing and before the leveling will be filled with substitutes. Candidates with EL certification will be given priority status. If not filled, the position will be open for the voluntary, lateral transfer process at the conclusion of the leveling.

Certificated employees in factored positions

Certificated employees in factored positions may now apply for a transfer to another factored position. If you are interested in transferring to another position, please follow the procedure below.

- 1) Go online to view open lateral positions.
- 2) Contact the site principal for those positions of interest.
- 3) The school or department personnel will contact you for an interview.

Section T

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

TUBERCULOSIS TESTS

PERMANENT EMPLOYEES:

Permanent employees must have a current TB test on file at all times. The California Ed Code mandates that permanent employees have a tuberculosis test every four years. If an employee has previously shown a positive skin test, a questionnaire will be provided and must be completed by a licensed physician or by the Fresno Unified Student Health Center in lieu of the skin test.

FUSD will cover the cost of the TB test for permanent employees of the District providing the test is administered at the Fresno Unified Student Health Center. You may also use the services of your private physician, if you prefer, however, the initial cost is the employee's responsibility.

SUBSTITUTE/STUDENT EMPLOYEES:

Temporary employees must have a current TB test on file at all times. The California Ed Code mandates that employees of a school district have a tuberculosis test every four years. If an employee has previously shown a positive skin test, a questionnaire will be provided and must be completed by a licensed physician or by the Fresno Unified Student Health Center in lieu of the skin test.

It is the responsibility of the temporary employee to cover the cost of the tuberculosis skin test.

NEW HIRE EMPLOYEES:

New employees to the District must provide a current tuberculosis skin test or tuberculosis clearance before being hired. It is the responsibility of the new employee to cover the initial cost of the TB test. A TB test from another district is acceptable, provided there was no break in service and the test has not expired.

RETIREE:

Retirees must have a licensed physician complete a "Certification of Freedom From Contagious or Infectious Disease" form before returning as a retiree. It is the responsibility of the retiree to cover the cost. The retiree is responsible for providing the District with a current TB skin test or TB clearance every four years thereafter.

Please call 457-3507 with any questions regarding TB skin test or TB clearance and TB forms.

Section V

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

VACANCIES – CLASSIFIED PROCEDURE FOR FILLING VACANCIES

A Personnel Requisition & Exception Form must be completed by the site or department requesting that a classified vacancy be filled. The procedure for filling vacancies begins when the requisition & exception form has been approved by Fiscal Services and other departments as appropriate and is received in the Division of Human Resources.

TRANSFER PROCESS

“Transfer” is the horizontal movement of an employee from one job to another in the same class and at the same salary and is not an opportunity for a promotion.

CSEA 125 & 143 -- For vacancies that are advertised within the District, employees who have transfer requests on file are interviewed first. Employees must meet minimum qualifications for the position. The Division of Human Resources schedules interviews for employees who have transfer requests on file.

SEIU - Custodians and Gardeners may place transfer requests on file. When an opening occurs, if transfer requests are on file, an oral interview is given to the requesters to fill the position. Selections for transfers for Gardener & Custodians are made by the Operations Department.

ADVERTISING PROCESS

CSEA 125 & 143 and SEIU -- If individuals from the transfer pool are interviewed and found to be unacceptable, the position is advertised within the District. After advertising within the District, Crafts vacancies are posted at the appropriate union hall. Job advertisements are developed by the Division of Human Resources and sent to all District sites and departments to be posted for five days. Employees are invited to apply. The job ads state that all employees are invited to apply, even though they may not meet minimum qualifications or may be in probationary and substitute status. This does not mean that each applicant will be given an opportunity to interview. An interview will be granted only if there are no other fully qualified applicants and/or if applicants interviewed were not acceptable.

Section V

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

Vacancies – Classified Cont.

Confidential & Supervisory Positions

These positions may be advertised within the District and to the general public. The internal process is the same as that for CSEA 125 & 143. An application must be submitted online to apply for these positions. All employees will interview on the same day if they have met the minimum qualifications.

SCREENING PROCESS

On the date the job advertisement closes, personnel files of applicants are screened for minimum qualifications. Applicants who do not meet minimum qualifications are notified of disqualification by letter. Letters are mailed at least three days prior to the interview process.

INTERVIEW AND SELECTION PROCESS

After completion of the screening process, the Division of Human Resources provides the appropriate supervisor with a list of the applicants to be interviewed. The Division of Human Resources also assists in assembling a panel, if necessary (this is required in the Operation and Crafts Unit). The Division of Human Resources contacts applicants with an interview date and time. Interviews are conducted in the following order:

1st Interviews Permanent district employees who meet minimum qualifications.

2nd Interviews If a selection is not made during the first level interviews, the supervisor must submit a memo to the Division of Human Resources with detailed justification for not selecting applicants who meet minimum qualifications. If the justification is reasonable, Probationary employees who have applied and met the minimum qualifications will be scheduled for an interview.

3rd Interviews If a selection is not made during the second level interviews, the supervisor must submit a memo to the Division of Human Resources with detailed justification for not selecting District applicants and requesting to go to the next level. If the justification is reasonable, substitute employees who met minimum qualifications will be scheduled for an interview.

After completion of interviews (at any level), the supervisor notifies the Division of Human Resources of the person selected to fill the position. The Division of Human Resources contacts the successful candidate by telephone to make the job offer and places the name of the successful candidate on the job selection phone line

Section V

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

VACATION REPORTS & USAGE

Collective bargaining unit contracts and administrative regulations limit the number of hours of vacation carry over for employees. Management employees may not carry over more than the equivalent in hours of 20 days of vacation, and should not have more than the equivalent in hours of 40 days accrued. Collective bargaining unit employees as well as supervisory and confidential employees may carry over the equivalent in hours of 5 days of vacation.

The office manager can verify vacation balances for employees at your site or in your department in Lawson under LP 64.1.

Please remember that "School Days Only" employees are always paid for their vacation time; therefore, these regulations do not apply to them.

The premise underlying these limitations is that vacation is an employee benefit and is intended to be used annually for the welfare of the individual. **As managers and supervisors, it is our responsibility to encourage use of vacation and to model that behavior by using our own vacation time.**

Vacation and sick leave accruals are **advanced** on July 1 of each year **for all employees**. We ask that you work with your employees to develop a plan to use vacation so that allowed carry over days or hours are in line with regulations.

A vacation planning form is included so that it can be used to develop a plan for each employee to use excess vacation time. **You are not required to use this form.** It is being provided to you as a sample planning form to assure that carryover hours do not exceed regulations and bargaining unit agreements.

Managers are expected to manage vacation so that it does not become necessary to tell employees that they must use vacation, or the District may incur the liability of payment for excess vacation hours or days.

[“VACATION PLANNING FORM”](#)

[“VACATION CARRYOVER REQUEST FORM”](#)

Section W

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

WORKERS' COMPENSATION BENEFITS

IMPORTANT - This is to notify you of benefits that are available to you through California Workers' Compensation System. Most California workers are protected in the event of job-related injuries and illness by workers' compensation. However, you are insured by Fresno Unified School District's self-insurance program that is paid entirely by District funds. If you are injured or become ill as a result of your job, the District, not the insurance company, pays for medical care, necessary rehabilitation services, income in case you are disabled and cannot work, or death benefits to your dependents.

MEDICAL CARE - All authorized expenses are paid in full including doctor's fees, medicines, hospital and surgical costs, lab tests, x-rays, wheelchairs, crutches, etc. by District funds.

REHABILITATION - If your injury or illness prevents you from returning to your same occupation or work, you may be eligible for vocational rehabilitation.

DISABILITY INCOME - If your doctor determines that you are unable to work, you will receive tax-free cash payments of two-thirds of your average weekly wage up to a maximum weekly amount set by law. However, you may qualify for industrial disability leave at full salary continuation from the first day of absence. If you have a permanent disability, you will receive payments in accordance with a formula set by law.

SELECTION OF DOCTORS - You may be treated by your own doctor for any job-related injury if you notify the District, in writing, of the name of your personal physician **before** you are injured. **Your "personal physician" means a licensed physician and/or surgeon who has treated you in the past and who keeps your medical records.** Otherwise, the District will refer you to an industrial medical doctor if you need medical care. After 30 days have passed following the date of your injury, you may see the doctor of your choice, but you must give the District the doctor's name and address. The doctor must be located within a reasonable geographic area.

QUESTIONS - If you have any questions or if you need assistance, please call the Benefits and Risk Management Office at 457-3561. You may also contact the nearest Information and Assistance Officer of the State of California's Division of Industrial Accidents. If you need further assistance, you may contact the Workers' Compensation Appeals Board.

REPORT YOUR INJURY - Always immediately notify your supervisor of any work-related injury or illness. You may be eligible for workers' compensation benefits; therefore, it is important to advise the District so that a determination can be made regarding workers' compensation.