
Fresno USD DIVISION OF HUMAN RESOURCES
HR 0200
CREATION AND MAINTENANCE OF HUMAN RESOURCES MANUAL
DEFINITIONS

“Guidelines” are an indication or outline of policy or conduct and a plan or explanation that provides guidance in setting standards or determining a course of action. They are an official recommendation indicating how to do something or the action to take in a particular circumstance.

“Manager” means an employee who operates in a supervisory or managerial capacity, regardless of job title.

“May” expresses permission and the right to choose

“Must” expresses mandatory action or circumstances. It applies to objects, similar to how “shall” expresses mandatory actions for persons.

“Procedure” is a set of internal instructions that set out how task or processes are completed.

“Shall” expresses mandatory action by a person.

“Should” expresses a normal course of action that may only be altered with good reason.

“Supervisor” expresses mandatory action or circumstances. It applies to objects, similar to how “shall” expresses mandatory actions for persons.

“Will” expresses certainty, not mandatory action is necessary.