
Fresno USD DIVISION OF HUMAN RESOURCES
HR 0300
CREATION AND MAINTENANCE OF HUMAN RESOURCES MANUAL
GUIDELINES

Approval and Maintenance

The Department of Human Resources maintains the HR Manual to ensure its relevancy and efficacy. HR Manual sections may be created, revised or rescinded for a number of reasons including the FUSD Governing Board direction, collective bargaining negotiations, and changes in Code, law and regulatory statutes.

Communication/Distribution

The HR Manual is published on the Department of Human Resources website. The HR Department compliance team notifies the HR Department team members, the collective bargaining units, and FUSD Departments of substantive changes made to the sections of the HR Manual.

Department heads are responsible for notifying managers/supervisors in department under their direction. The department heads are responsible for implementing and communicating each new or revised section to employees, including developing or update relevant divisional work procedures or processes, as required.

Occasionally, employees may be notified by email messenger if new or substantial changes to practices are approved.

Non-substantive Changes.

The Executive Director of Human Resources is authorized to approve non-substantive changes to HR Manual sections as follows:

- Non-directive or procedure parts such as:
 - Table of contents
 - Title pages
 - Appendices/links containing examples or guides
 - References
 - Numbering
 - History section of individual sections
- Grammatical or style changes that do not affect meaning, content or interpretation
 - Format of document
 - Punctuation such as adding a comma or apostrophe
- Changes to titles of staff, sections or divisions where the change affects only internal operations and does not impact employee or District rights or responsibilities
- Changes in titles of persons or things, or wording from sources outside the control of the Department of Human Resources where there is no change in the substance of the applicable law, policy, etc.
- Changes that are clearly contemplated by other decision-making bodies such as the correction of cross references to other manuals, etc.

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The Executive Director of Human Resources reports any non-substantive changes made under this authority at the next Department of Human Resources Senior Management meeting. Sections revised with non-substantive changes are signed by the Executive Director of Human Resources.

Organization and Structure

The HR Manual sections are organized into chapters that relate to general HR management functions. The numbering system used in this manual is divided into the chapter number, the section number and if required an alphabetic subject identifier. For example, HR Manual Section 0100 HR Vision & Mission Statements: 0 indicates Section 0000; 100 indicates Chapter 100 of Section 0000.

Each section contains headings that summarize the content:

Division	Identifies the Department with ownership of the document.
Title	Clearly identifies the subject area.
Reference Number	Appears in the Table of Contents and in the file name. The reference number identifies the section and topic.
About this Section	Provides the authority, effective date, history and responsible unit.

For informational purposes, content may include references to other documents, code, law, or web pages that can assist the user on similar or related topics.

Review Cycle

HR Manual sections are reviewed at least every three years, or earlier if required.

Procedures

The Department of Human Resources is responsible for the creation of general operational procedures that provide direction on how a human resources task or process is completed. Procedures are reviewed at least every three years as part of the section review.