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 HR Manual sections may be created, revised or rescinded for a number of reasons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.
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.