
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2507
SUMMER SCHOOL - PAYROLL

Compliance with payroll procedures is required when recording all hours for Summer School employees on the positive timesheet which must be submitted on the 15th of each month to Payroll. This included verifying that the budget number and pay rate amount are the same as those on the individual Summer School contract for all timesheets.

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 are 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 indicate where the make-up occurs for the days and hours that overlap.