
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2602.2
CONTRACT – EXTRA PAY

Principals are responsible for monitoring Extra Pay Extra Services (EPES) budgets to make sure that allocated amounts are not exceeded. The Assistant Superintendents of each division are required to approve these contracts.

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 District system. The site or department must retain a copy of the contract, as original contracts will not be returned to sites/departments. Completed contracts must be submitted to the Division Office. Upon contract approval by the Division Office, it must be forwarded to Human Resources.

Employees working on Extra-pay Contracts will be paid monthly. 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.**

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.

For contract amounts:

- Refer to the Fresno Teachers Association Contract for appropriate salary & experience level
- Contact the Supplemental Services desk at 457-3507

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 certification is State-mandated and valid for up to 2 years. The Athletic Department offers Certification classes throughout the year. The Athletic Department may be contacted for more information 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. Mandated on-line Reporter training must be completed. Coaching contracts require additional requirements to those listed above.

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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, no appointment necessary. The cost for fingerprints is \$68.00 for FUSD employees/coaches, Charter employees/volunteers, and \$50.00 for FUSD volunteers and NTAs, made payable to FUSD by cashier's check or money order only.