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Fresno USD DIVISION OF HUMAN RESOURCES  
HR 2607.3  
SUBSTITUTE MANAGEMENT RATE OF PAY

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When a non-district employee substitutes in a management/administrator capacity, the rate of pay will be established by using step one of the classification for which the person is substituting.

The process for requesting a management substitute will remain the same. The employee who is substituting must have completed the regular employment process and registered through the SEMS system. An event number is required by the site requesting the substitute. The time should be recorded on the timesheet.

This rate of pay will also be used for Fresno Unified School District retirees who substitute in a management capacity. The retiree rate of pay will be as stated above: step one of the classification the employee is substituting in, unless negotiated otherwise on an “exception-only” basis, with the approval of Human Resources.