
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2608
SUMMER SCHOOL – EMPLOYEE SELECTION

CERTIFICATED EMPLOYEES

The principal is responsible for selection of his/her staff. Seniority is not involved, nor is there guarantee of employment or salary. Hiring practices for applicants include the following:

1. Employees of the District are given first priority
2. Early hires and substitutes are given second priority
3. Employees from other districts are given third priority

First consideration will be given to applicants requesting full time work. **SPLIT CONTRACTS WILL BE CONSIDERED AS A LAST RESORT.**

Teachings credentials will be reviewed to insure that employees are appropriately placed in the classroom for the credential they hold. Special attention should be paid to student teachers and teachers who work out-of-district.

All new certificated employees **must** sign up in the Division of Human Resources. Credentials must be validated from the Fresno County Credentials Office at such time. Compliance with fingerprint and Tuberculosis clearances is also mandatory.

A certificated employee cannot start Summer School until the credentialing process has been completed.

CLASSIFIED EMPLOYEES

The principal is responsible for selection of his/her own staff, except for Student Safety Assistants and Sign Interpreters. Student Safety Assistants will be assigned by the Summer School Office and the Safety and Security Office. Sign Interpreters will be assigned by the Special Education Department based on their seniority and current position. Hiring practices for all other applicants include the following:

1. Employees who work in the same position at the same school site during the traditional year are given first priority
2. Employees with the same position from a different site are given second priority
3. Employees who have the required skills but lack experience are given third priority
4. Substitute employees are given last consideration

Permanent classified employees earn seniority, sick leave and vacation accrual.

First consideration will be given to applicants requesting full time work. **SPLIT CONTRACTS WILL BE CONSIDERED AS A LAST RESORT.**

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
Revised: January 17, 2017
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Fresno, California