
Section A

DIVISION OF HUMAN RESOURCES

Fresno Unified School District

ADDITIONAL DUTY DAYS & INCREASED WORK DAY-CERTIFICATED

Certificated Employees - Additional Duty Days

1. When an employee works additional duty days, a personnel requisition must be submitted with a start date, ending date and number of days worked.
2. The Division of Human Resources will ask Payroll to calculate the amount based on the daily rate plus the career increment.
3. The Division of Human Resources will input the total calculated time on the amount into GHRS to be paid on the last day of the month the additional days are worked.

Increased Work Day (6th Period)

Pay for a teacher who has been asked to teach a sixth period is based upon an 8 hour day and equals one-eighth of the daily rate. The daily rate is calculated to include the career increment, but does not include additives such as master's and doctoral degrees. A personnel requisition should be used to request sixth period teaching assignments. The base contract should not be adjusted. If a teacher is teaching a sixth period, the sixth period is also paid when the teacher is on a staff development day or out on sick leave.

1. A Personnel Requisition must be submitted when an employee has an increased work day (6th period).
2. The Division of Human Resources alerts Payroll that there is an increased work day by placing a change on the ESMT screen.
 - a. Appt. ID: "E"
 - b. Pers Action /RSN: Hires SIX
 - c. Position No.: 6 period
3. Payroll receives the time from the school site on the Hourly Timesheet. The 6th period will be coded at "6 Period."
4. Payroll calculates the hourly rate plus career increment.
5. Payroll processes the "6 Period."
6. In order to qualify for sixth period, the course taught must be listed on the Master Schedule.

The following information is intended to clarify your questions concerning sixth period compensation:

- Does a teacher receive compensation for their sixth period for institute days? **NO**
- Does a teacher receive compensation for their sixth period for staff development? **YES**
- Does a teacher receive compensation for their sixth period when they are not working due to illness? **YES**

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Fresno Unified School District

ADMINISTRATIVE SUBSTITUTE PROCEDURES

The following guideline should be used to obtain administrative substitutes:

1. If a school has a single administrator, accommodations will be made on a case by case basis. However, a substitute will not be provided for professional development.
2. If a school has other administrators, i.e. Vice Principal, GIS, GLD, etc., a substitute may be provided for illness after the third day of absence.
3. If an administrator will be out due to special circumstances for two weeks or longer, the Assistant Superintendent will work with the Associate Superintendent in Human Resources and the Chief Financial Officer to make accommodation on a case-by-case basis. The Assistant Superintendent will be responsible for funding substitutes for administrators.

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ADVANCED DEGREE PROGRAMS

Management Employees

Management employees who are participating in advanced degree programs who have assignments that take them from their normal workday should do the following:

- A. If the management employee works a 228-day duty year and earns vacation, he or she may use vacation time or personal business leave.

- B. If the management employee is on a duty year other than 228 days and does not earn vacation, he or she may negotiate the exchange of duty days. This must be negotiated with the immediate supervisor and must have Cabinet-level approval before the exchange is granted.

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Fresno Unified School District

AMERICANS WITH DISABILITIES ACT

Fresno Unified School District will comply with the Americans With Disabilities Act of 1990 (ADA) that makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. The ADA protects individuals with disabilities who can perform the essential functions of a job with or without reasonable accommodation. The ADA requires employers to make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees with disabilities.

Title I of the ADA protects "qualified individuals with a disability who can perform the essential functions of a job with or without reasonable accommodation." There are many decisions to be made on a case-by-case basis to determine such things as:

- a. Is this a qualified individual?
- b. Is this a disability?
- c. What are the essential functions of the position?
- d. What is reasonable accommodation?

Such decisions must be made by a combination of managers including Human Resources personnel, risk manager, worker's comp, immediate supervisor, the Union (if applicable), and the individual.

The Division of Human Resources will serve as the organizational point for ADA cases using the following procedures:

1. If you are handling a situation that appears to require a decision dictated by the ADA, notify the Division of Human Resources in writing and include:
 - A. Name and title of individual.
 - B. Description of the apparent problem.
 - C. Current status of the individual.
2. Make recommendations regarding any individuals you believe should be included in a meeting to analyze and discuss the case.
3. A panel of staff members will outline the steps required by the case and the person(s) responsible for each step.
4. Additional meetings with the individual and/or union representatives will be established as part of the overall plan.

Section A

DIVISION OF HUMAN RESOURCES

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ANNUAL PAY SCHEDULE OPTIONS: CLASSIFIED EMPLOYEES ONLY

If an employee works *School Days Only* (Traditional Track or Modified Traditional), 10, 10½, or 11 *month duty year* and wish to have your pay schedule changed, please complete the Annual Pay Schedule Options form and submit it to the Division of Human Resources by June 30 to take effect the beginning of the next school year. *12 month* and *School Days Only* (Track A, B, C or D) *duty year* may only be paid on the 12-month schedule.

[“ANNUAL PAY SCHEDULE OPTIONS”](#)