



Extended School Year / Summer School / Summer Recess Position Procedures

Open to **regular** Hemet Unified School District
Classified employees **only**.

(This **does not** include substitutes or certificated employees.)

CONDITIONS OF EMPLOYMENT

Note: Conditions of employment for district recesses are defined in the Classified Bargaining Agreement, Article 20.

(Please read conditions carefully before submitting your online application.)

1. Employee must be able to fulfill the **entire** Extended School Year / Summer School / Summer Recess obligation and not have it interfere with current duties or work year.
2. Employee must have satisfactory evaluations, good attendance, and work well with people.
3. Employee will be placed in the extra assignment at the number of hours required for the position. Extra assignment will not result in overtime.
4. Employees who accept an extra assignment in their **regular** classification shall receive, on a pro rata basis, no less than the compensation and benefits applicable in classification during the regular work year.
5. Employees who accept an extra assignment **outside** their regular classification shall be compensated at **Step 1** of the accepted classification if the employee would be otherwise unemployed during the summer recess. Note: If the employee has been board approved in a given classification during summer recess and is subsequently “promoted” by management into a higher classification, that employee shall receive compensation at the closest step of the salary schedule in the higher classification without a pay decrease.
6. **Once an employee has accepted a position, they are no longer eligible for other positions during the recess period.**
7. A position shall be offered first to the employee with the **highest seniority within a posted classification** and then continue down the seniority list until all positions are filled.
8. If no qualified employee(s) within a given classification accept the assignment, the District shall offer the position in the following order:
 1. On the basis of seniority in like or similar classification within job family; or,
 2. On the basis of District seniority to employees who have the qualifications listed on the job posting and description such as skills, experience and, if applicable, appropriate licenses, training, or certifications.
9. You will be notified by the Human Resources Department if you have been selected for an Extended School Year / Summer School / Summer Recess position and recommended for board approval.



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SUBMITTING YOUR ONLINE APPLICATION

(Please read procedures carefully before submitting your online application.)

Eligible *Classified* employees interested in applying for an Extended School Year / Summer School / Summer Recess position must submit an online application via the employee link on Hemet Unified School District's website. Employees must submit online applications no later than **Tuesday, March 19, 2019 at 4:30 p.m.** **No late applications will be accepted.** **Paper applications** are not available and **will not be accepted**, this is the only Cabinet-approved method of applying for these positions.

Employees must have an established email address; you may use your HUSD Gmail address or your personal email address. Free email addresses are available from Yahoo.com or Hotmail.com. Apply for positions you are interested in and make sure to indicate your **current classification**. Positions shall be offered first to the employee with the highest seniority within that given classification, and then continue down the seniority list until all positions are filled. Employees must complete **one online application per position, no exceptions**.

- Step 1** Please visit the Hemet Unified School District website at www.hemetusd.org from any computer with internet access. The Professional Development Service Center located at 1791 W. Acacia Avenue, Hemet, CA has two computers available for employee use during normal business hours; 7:30 a.m. – 4:30 p.m.; Monday through Friday.
- Step 2** Click **Staff** on the upper right hand side of the webpage.
- Step 3** Click the link **Job Postings & Application information**.
(Found under the *Human Resources* heading)
- Step 4** Scroll to the **Classified Vacancies** heading.
- Step 5** Under **Inside Only - Only Current District Employees are Eligible to Apply**, click the **Extended School Year - Edjoin.org** weblink
(<https://www.edjoin.org/Summer/SummerList.aspx?aID=564>)

While completing your application(s), remember to click the **SAVE** button after each page. Click the **NEXT** button to move forward. Click the **SAVE** button, then click **NEXT**. You will eventually be asked to **SIGN** your application by entering your first and last name. By electronically signing your application, you are acknowledging that you are a regular, Classified, HUSD employee. Click the **SUBMIT** button. An automatic response, stating that your application was successfully submitted, will appear.

Education verification is not required and student or classroom information is not applicable.

You should receive an automatic email response sent to the email address you entered on your application, confirming that your application was submitted successfully.