



## Extended School Year Position Procedures

Open to regular Hemet Unified School District employees only.

(This does not include substitutes or certificated employees.)

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### **CONDITIONS OF EMPLOYMENT**

Note: Conditions of Employment for Extended School Year during recess are defined in the Classified Bargaining Agreement, Article 20.

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

Employees must submit an online application via the employee link on Hemet Unified School District's website: [www.hemetusd.k12.ca.us](http://www.hemetusd.k12.ca.us), no later than **Wednesday, May 2, 2012 at 4:30 p.m.** No paper applications will be accepted; this is the only Cabinet approved method of applying for Extended School Year positions. **(No late applications will be accepted.)**

1. Employee must be able to fulfill the entire Extended School Year obligation and not 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 receive Step 1 of that classification. **Once an employee has accepted a position, they may no longer be eligible for other positions during the recess period.**
6. 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.
7. If no qualified employee within a given classification accepts 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.
8. You will be notified by the appropriate department if you have been selected for an ESY position and recommended for board approval.



## Extended School Year Application Procedures

Open to regular Hemet Unified School District employees only.  
(This does not include substitutes or certificated employees.)

**Please read procedures carefully before submitting your online application.**

Eligible classified employees interested in applying for an Extended School Year position must submit an online application no later than **Wednesday, May 2, 2012 at 4:30 p.m.** No late applications will be accepted. Paper applications are not available and **will not be accepted.** Eligible employees must have an established email address; you may use your GroupWise email address, or free email addresses are available from Yahoo.com or Hotmail.com. ***You do not need to create or have an Edjoin profile on file to apply for an Extended School Year position.***

Please apply for a position you are interested in and indicate your **current classification**. A position shall be offered first to the employee with the highest seniority within a 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.k12.ca.us](http://www.hemetusd.k12.ca.us) from any computer with internet access. The Professional Development Service Center located at 1791 W. Acacia Ave., Hemet, has 2 computers available for employee use during normal business hours; 8:00 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.***
- Step 4** **Scroll down to** Classified Vacancies heading Under
- 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?alD=564>.

Once you have completed the application, 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 then 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 HUSD employee. Click the SUBMIT button. An automatic response will appear, stating that your application was successfully submitted.

Attachments are not required, education verification is not required, and student or classroom information is not applicable.

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