

STAFF WORK SCHEDULES

Normal Hours of Work

Professional staff will start at 7:30 a.m. and end at 3:30 p.m., unless a different time schedule has been approved by the building principal. Professionals who find it necessary to leave school during duty hours shall request permission to do so from their principal. The Administration may allow staff to leave after the school busses have left on Friday and/or the day before a holiday.

As defined in § 118.235, professionals will receive a thirty-minute (30), duty-free lunch hour as close to the time in which their students receive lunch.

Support Staff Employees are paid on an hourly basis. The job assignment, work location and hours of work will be given to employees two weeks before the start of the new school year. Assignments, work location and hours of work may be changed by the District as needed. The District will attempt to give as much notice as possible. Employees may not alter their hours of work without prior approval from the employee's supervisor.

Prep Time

Every effort will be made to give Pre-K-12 teachers a minimum of 225 minutes of prep time per week. The amount of 225 minutes of prep per week or approximately 45 minutes per day is not guaranteed. A staff member is allowed to leave the school building during their preparation time, but is requested to let the office know of their departure and return.

Overload Pay:

A regular teaching load at the Junior/Senior High School is seven teaching or supervisory assignments during an eight period day. If a staff member is asked to teach or supervise an eighth period during the normal school day they will be compensated \$3,000 for a semester or \$6,000 for an entire year.

Support Staff Breaks and Lunches

Food Service Employees that work at least six (6) hours per day will receive fifteen (15) minute paid break per day. All other support staff employees that work four (4) or more consecutive hours are entitled to one, fifteen (15) minute break. Support staff (excluding bus drivers) that work eight consecutive hours per day will receive two, fifteen (15)-minute breaks. All breaks must be taken at a time approved by the supervisor. Support staff employees that work more than six (6) consecutive hours will receive an unpaid, duty-free thirty (30) minute lunch period.

Support Staff Overtime Hours

Overtime may **not** be worked without prior approval from the employee's supervisor. Overtime hours are any hours worked in excess of 40 hours worked in a week for non-exempt employees. Paid or unpaid time off, such as vacation or FMLA leave, does not count as "hours worked" in computing overtime. Approved overtime hours will be paid at a rate consistent with state and federal law. Certain positions may qualify for overtime pay. Support staff employees who are directed to work on a Saturday will be paid at time and one-half and if directed to work on non-paid holiday and/or Sunday will be paid double time.

LEGAL REF.: 118.235 - Wisconsin Statutes

APPROVED: August 27, 1985
January 21, 2013
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