

STAFF PERSONNEL

Series 500

Policy Title . . . PROFESSIONAL STAFF WORK DAY Code No. 535.1

Teachers will be available in their buildings for eight hours, including a half hour duty free lunch, which may be away from the building.

The policy regarding the length of the school day shall be implemented by the principal of each building with the principal having authority to make minor changes as practical, reporting these changes to the Superintendent of Schools.

Date of Adoption:
March 8, 1976
Amended:
December 12, 1988
Reviewed:
August 11, 2008

Legal References: Code of WI
Section 120.12

EMPLOYEE HOURS

Teachers

Regular building hours for teachers shall be 8 consecutive hours per day which includes a 30 minute duty free lunch. The starting and dismissal times may vary by school and will be designated by the building principal. Upon occasion an emergency or special situation may necessitate a request from a teacher to a building administrator to leave the building before the end of the 8 hour day or during preparation time. If granted by the building administrator, the teacher will provide subsequent compensation time in a manner approved by the administrator. Teachers who leave the building without administrative permission will be subject to the following:

First Occurrence

Conference with building administrator

Second Occurrence

Conference with building administrator and written reprimand placed in district personnel file

Third Occurrence

Conference with building administrator, written reprimand placed in district personnel file, pro-rated salary deduction (*authorized on S82 form*)

Fourth Occurrence

Referral to the Superintendent

Hourly Employees

All hourly employees will be paid for the actual hours they work. These hours should be reflected on the employees approved time sheet. Administrators may approve compensation time if such approval does not result in overtime pay.

Unless specified differently by the building or district administrator, hours specified in the job description of the employee will be in effect.

Lunch Hours

All employees are free to leave the building during the designated lunch time without obtaining administrative approval.

Sign Out – Sign In

In order to enhance communication, it is necessary that each building develop a sign out – sign in procedure for employees who have an approved reason to leave the building during normal work hours. This does not apply to lunch time. Each building or district administrator will design a procedure appropriate for the employees he/she supervises.