



REGULAR WORK SCHEDULE AND HOURS

Employees are employed on a ten, eleven, or twelve month basis, according to the work schedule and position determined by the District. A calendar is adopted each year by the Board designating employee work schedules, break periods and holidays. Notice of the annual work schedule will be made available on the District website by the Human Resources Office.

Administrative and certified employees have individual contracts with the District. Non-certified employees are employed “at-will.” Administrative and certified employees are exempt from receiving overtime pay. Non-certified employees are non-exempt and subject to overtime and are not authorized to work in excess of their assigned schedule without approval from their direct supervisor/principal.

A regular, full-time workday is eight hours. Due to different schedule requirements, employee’s starting, lunch, break and ending times may vary due to different assignments and locations. The employee’s direct supervisor/principal will schedule working hours, break periods, and lunch periods.

Typical Hours of Operation for the District buildings are as follows

8:00 a.m. – 4:30 p.m. Monday through Friday	Bliss Educational Services Center
8:00 a.m. – 4:00 p.m. Monday through Friday	Elementary schools
7:35 a.m. – 3:35 p.m. Monday through Friday	Junior High schools
7:25 a.m. – 3:25 p.m. Monday through Friday	SPASH and Fernandez Learning Center
Hours determined by direct supervisor	Support Services Building

A regular full-time workweek is forty (40) hours. The regular workweek is five (5) consecutive days unless the direct supervisor/principal assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or the hours in a workweek, which may be scheduled or required by the District.

Reference:	<i>Board Policy 3700</i>	Fair Labor Standards Act (FSLA)
	<i>Wisconsin Statute:</i>	§104.01
	Code of Federal Regulations	§553.23
	Fair Labor Standards Act	