

## SUPPORT STAFF - TEMPORARY PART-TIME

Temporary, part-time non-teaching employees are hired for emergency substitute, seasonal tasks, or on an as needed basis. Wages shall be established annually by the Board of Education. New rates will be effective on the first teacher day of the new school year.

Services provided in this classification shall include, but are not limited to: part-time and summer custodial, employees teaching adults, lunchroom/playground supervisors, census workers, co-op students, temporary and substitute clerical, temporary and substitute paraprofessional, temporary and substitute food service, summer school secretary, crossing guards, technical assistants and substitute nonunion building head.

**Student Employees with Disabilities:** Students assigned to this category must meet all criteria described in State of Wisconsin Department of Industry, Labor, and Human Relations Bulletin LS-37 (6-91). Individuals in this classification must be properly licensed and shall be paid minimum wage or a wage commensurate with their ability using criteria described in DILHR LS-37 (6-91).

After ten (10) consecutive workdays on an assignment, a substitute paraprofessional, technician, secretarial, clerical or food service employee shall receive wage and experience step 0 in the classification of the person they are replacing. When that long-term assignment is completed, the individual will return to the substitute wage rate in their employment category.

All individuals newly hired into a temporary part-time category will start at step 0 of the appropriate temporary part-time wage scale for the service performed. Permanent employees providing substitute services for an employee in the same job area are exempt from this policy and shall be paid their regular rate of pay. Examples include when a secretary substitutes for another secretary, paraprofessional for another paraprofessional, or food service employee for another food service employee.

Experience advancement will occur on the official reporting date for the category. For lunchroom/playground and high school supervisors, noon hour lunchroom cleaners, building cleaners who work the school term only and co-op students, advancement occurs on the first day that teachers report at the start of a new school year; for summer cleaners and building cleaners who work on a year basis, advancement occurs on the reporting day in June; and for the summer school secretary, advancement occurs on the reporting date in March.

Temporary employees or temporary positions may be terminated by administrative order.

Temporary employees, when eligible, are required to join the Wisconsin Retirement System.

When eligible, the Board of Education shall pay the full employee contribution to the Wisconsin Retirement Fund, pursuant to Chapter 40, Sub Chapter II of the Wisconsin Statutes.

When eligible, temporary employees may enroll, at Board expense, for basic life insurance coverage through the Wisconsin Retirement System. Spouse and dependent coverage is also available at employee expense.

Annually the Board shall establish a rate for employees teaching as part of the District's professional growth or community education classes. Individuals receiving this stipend will include teachers and other staff members teaching classes on in service days, employees teaching District-sponsored classes beyond their normally scheduled work assignments, and other temporary employees hired specifically for this purpose.

The District shall not discriminate in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Adopted: 6/18/01

Revised: 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us