

HORTONVILLE AREA SCHOOL DISTRICT

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TO: PROFESSIONAL STAFF
FROM: DR. HEIDI SCHMIDT, DISTRICT ADMINISTRATOR
DATE: JULY 1, 2014
RE: "FLOATING WORK DAY"

I hope you're having a relaxing summer. The Floating Work Day must be completed between August 4 and the first in-service day. Hours must be logged and the completed form turned into the principal's office by September 3rd. If the completed form is not turned in on time, the employee will be docked 1 days' pay. Below is the information relative to the Floating Work Day. The parameters for this day are:

1. It must be completed between August 4, 2014 – 1st In-service Day (August 26, 2014).
2. It can be on a weekend and does not have to conform to the regular work hour timeline.
3. It must be eight hours in length, including a thirty (30) minute lunch break.
4. A time log must be provided to administration. (See below)
5. It must be scheduled to not interfere with the summer cleaning of buildings (e.g. waxing floors, shampooing carpet, etc.)
6. If the workday is not completed by 4:00 p.m. on August 25, the employee will be docked pay accordingly.

Name _____ Date _____

I completed my "Floating Work Day" on _____
from _____ to _____.
(time) (time)

Teacher Signature

This form must be turned into your school office no later than 4:00 p.m., September 3rd.
(Floating Work Day – HASD Teacher Handbook 2014-2015 pg. 12)