



# Sun Prairie Area School District

Futures depend on us...every child, every day.

## Human Resources Frequently Asked Questions

### Employment/Application

**How do I apply for a job with the Sun Prairie Area School District?**

All vacancies are posted on [WECAN - Wisconsin Education Career Access Network](#). In order to be considered for a position, you must complete and submit all required application materials online.

**What are the requirements for a job in your district?**

Requirements depend on the position, and are included on the job posting listed on [WECAN](#).

**How do I know if you received my application?**

WECAN will confirm the receipt on the final application screen.

**How do I find out the status of a position I applied for?**

Due to confidentiality consideration for all candidates, this information is not disclosed. If you are selected for an interview, you will be contacted by telephone and/or email to schedule an interview date/time. Once the position is filled, all applicants will be notified of the status of the job through an email communication.

**Who do I contact with employment questions?**

[Human Resources Department](#)

**How do I take my name off of a job posting?**

You cannot remove your name from a position. If you are no longer interested in a position, please inform the [Human Resources Department](#).

**I can't get a file to upload? What do I do?**

Contact [WECAN](#) or try to separate the documents into smaller files. PDF is recommended.

**Who can I talk to regarding athletics and activities positions?**

Human Resources at 834-6503.

**Do I need to submit transcripts?**

Transcripts are required for all certified positions.

**I applied for a job with your district. Will I automatically be considered for future positions?**

No. In order to be considered for a position, you need to apply online for each specific position. Each position has its own vacancy ID number.

**Are internal candidates considered before external candidates?**

Only when the posting states “internal only”. Otherwise, internal and external candidates are considered at the same time.

**What is the difference between an employment letter and a contract?**

Contracts are given to Administrators and Professional Educators in accordance with Wisconsin State Statute 118.22. All other groups receive an employment letter.

## **Employee Services**

**Can Human Resources help me with a question about my paycheck?**

If you have a question regarding rate of pay or pay grade movement you may contact your [HR liaison](#). Payroll questions such as hours paid, garnishments, taxes, etc. can be directed to the Payroll Department at 834-6557 or 834-6514. Substitutes may call 834-6699.

**Why don't my checks equal my rate of pay multiplied by my hours worked?**

The district uses an annualized pay method where we take your total annual pay and divide that by the number of checks in the school year. Each check is equal even during winter and spring breaks.

**When will I get paid for Athletics & Activities?**

Payment for year-round clubs begin on the September 25th payroll. Sports payments begin at different times depending on the season.

**How will my Athletics & Activities stipend be paid?**

The stipend will be divided amongst the total number of pay periods during the season. If you are a current support staff employee, your stipend will be paid out based on the hours on a submitted timecard at a rate of \$7.25/hr. If the minimum stipend amount is not met at the end of the season, you will receive a lump sum payout for the remaining amount.

**How do I complete a name change?**

Provide Human Resources supporting documentation for the name change.

**How do I change my address or phone number?**

Log into Skyward - [Employee Access](#) and change your information under Employee Info. [Directions](#)

## Benefits

**I am thinking of applying for a job with SPASD. How do I find out what the benefits are?**

Our webpage includes information on [Employee Benefits](#).

**When would my benefits start as a new employee with the district?**

The first of the month following your start date.

**What is a 261/262 day?**

If a 260 employee ends up with more than 260 work days on their work calendar, they are then given those extra days as “free days” which they can use to take days off. These days are considered unpaid as the employee is only contracted to work 260 days per school year.

**What does it mean to have a dock day?**

You are not paid your hourly wage/daily rate. In addition, you may need to pay more towards health/dental insurance premiums.

**How do I go about taking a leave of absence?**

Contact Human Resources at 834-6519 to find out how to start the process.

**How long can my adult child be on insurance?**

The end of the month in which they turn 26 years old.

**I am thinking about retiring, whom do I contact?**

Contact [Wisconsin Retirement System](#) (WRS) for an estimate of your retirement package.

Contact Human Resources at 834-6593 for an estimate of your retirement benefit through the district.

**When do my benefits end if I resign/retire?**

The end of the month that includes your last work day.

## Licensing

**What is the procedure for applying/renewing a Department of Public Instruction (DPI) license?**

All applications are now handled online. To get started, follow the directions at:

<http://tepd.dpi.wi.gov/licensing/elo>. A debit or credit card is necessary for payment.

## Professional Development

**Whom do I contact regarding Professional Development hours?**

Professional Development hour questions can be directed to Staff Development at 834-6554.

**Whom do I contact regarding Professional Development level advancement/salary questions?**

Please contact your Human Resources Liaison.

<http://www.sunprairie.k12.wi.us/hr/HR%20Liaisons.pdf>

**How do I know how many years I have with the district? Or How do I know how many hours I need to earn in professional advancement hours to earn a pay increase?**

Log in to Skyward Employee Access , then reference the teacher compensation plans link. *Employee Access-Personnel Tab-Yrs of Exp*

**How many hours is the maximum I could earn in one year without “going over”?**

Up to 90 hours of professional advancement hours acquired between July 1st and June 30th may count toward level advancement.

**How many professional advancement hours roll forward to next year?**

Hours in excess of ninety (90) hours in a fiscal year are not banked and do not rollover. Please refer to Professional Educator Compensation Plan for more details.

**When will I know if I received my pay increase?**

You will receive an employee letter through Skyward.

**How much is a pay increase?**

One level movement is \$1,350.00

**What is the deadline for having all my hours completed for a raise?**

June 30th.

**When are the college credits due and what happens if I won't get my transcript until after the cut off?**

June 30th. If not received by that date, It will be reflected in the next school year.

**When does my master's degree need to be completed to qualify for a pay increase and what if I don't have my transcript until later in the fall?**

June 30th. If not received by that date, It will be reflected in the next school year.

## **Substitutes**

**I am interested in substituting for the District. Whom do I talk to?**

Please contact the Substitute Coordinator at 608-834-6508

**I have a 4 year degree. How do I become a substitute teacher?**

Follow the instructions on the [Department of Public Instruction Website](#) for how to obtain a sub permit.

**How often do you hire substitutes?**

Substitutes are hired as needed.

**I just applied to be a certified teaching sub. Do I need to apply separately for support staff?**

No. If offered a substitute teaching position, you can indicate an interest in subbing for support staff.

# **Volunteers**

## **How do I become a volunteer?**

Contact the school secretary. Also, in order to volunteer in the district, you must have a Criminal Background Check on file with us. This can be completed at the school you wish to volunteer or at the District Office.

## **How long is my Criminal Background Check good for?**

Criminal Background Checks are good for a period of three years.

## **Do I have to provide my Social Security Number on the Criminal Background Check Request Form?**

Yes. A Social Security Number is required in order to process a Criminal Background Check.

## **Who can volunteer?**

Everyone is welcome to volunteer. This includes parents, relatives, community members, former students, etc.

## **What if something negative is found on my Criminal Background Check?**

Should something appear on the background check, the district will contact you for further information, and if necessary discuss with the Human Resources Director before moving forward.

## **How long does it take to process the Criminal Background Check?**

Five business days

## **How am I notified of approval or denial of my volunteer status? How are schools notified?**

If approved, you will receive an email notification and will be put on the approved volunteer list which schools have access to.

If denied, you will receive a letter via mail. Enclosed will be a copy of the form submitted, a copy of the results, and an explanation as to why you have been denied volunteer status.