

Milwaukee Public Schools 2019-20

Staffing Plan

Due to the extended school closure as a result of the COVID-19 pandemic situation, Milwaukee Public Schools has implemented the following plan for staffing:

On April 6, 2020, the employee groups listed below who work twelve (12) months on the 260-day payroll calendar are required to be available during normal business hours while working remotely. Voicemails and emails must be checked on a regular basis and responded to within 24 hours. There may be times in which you will be required to report to an MPS building to perform certain essential duties; your supervisor will reach out to schedule this work:

- All 12-month central office staff (excludes building service helpers)
- All 12-month school-based principals
- All 12-month school-based clerical staff
- Limited Term Employees (LTE) and TalentBridge staff can work remotely based on their supervisor's needs and only with their supervisor's permission
 - Supervisors will reach out to individual LTEs and TalentBridge staff to advise them if they are to work remotely.

On April 6, 2020, the employee groups listed below who work twelve (12) months on the 260-day payroll calendar are required to report to their regular work locations:

- All 12-month Recreation groundskeepers & Recreation Facilities Manager
- All 12-month school engineers
- Boiler attendants & boiler attendant trainees
- All skilled trades staff
- No building service helpers will report

On April 14, 2020, the employee groups listed below who work eleven (11) months on the 220-day payroll calendar and identified staff on the 200-day payroll calendar are required to be available during normal business hours while working remotely. Voicemails and emails must be checked on a regular basis and responded to within 24 hours. There may be times in which you will be required to report to an MPS building to perform certain essential duties; your supervisor will reach out to schedule this work:

- All 11-month school-based principals
- All assistant principals
- All deans of students
- All 11-month school-based clerical staff
- All special education supervisors
- LTEs and TalentBridge staff can work remotely based on their supervisor's needs and only with their supervisor's permission
 - Supervisors will reach out to individual LTEs and TalentBridge staff to advise them if they are to work remotely.

As of April 16, 2020, the employee groups listed below that work in middle and high schools will begin remote contact with students, families, and staff. Voicemails and emails must be checked on a regular basis and responded to within 24 hours. Staff will review grades and student data to make decisions about learning based on student proficiency levels. Starting on April 20, 2020, online learning opportunities will be supported by school staff with the goal of meeting academic proficiencies and graduation requirements. (Professional development to support and facilitate online learning opportunities will be provided to staff when needed):

- All MTEA teacher bargaining unit members
- All emerging educators, supplemental teachers, full-time (benefited) substitutes, intern teachers, permit teachers, and part-time teachers
- All school psychologists
- All paraprofessionals
- All 10-month secretaries
- All bookkeepers
- All safety assistants (those not already assigned to a food distribution site)
- All children's health aides
- All school social worker aides
- All school nurse associates
- All general aides
- All interpreters - DHH
- LTEs can return based on supervisor needs

As of April 22, 2020, the employee groups listed below that work in elementary and K-8 schools will begin remote contact with students, families, and staff. Voicemails and emails must be checked on a regular basis and responded to within 24 hours. Staff will review grades and student data to make decisions about learning based on student proficiency levels. Starting on April 27, 2020, online learning opportunities will be supported by school staff with the goal of meeting academic proficiencies and completion requirements. (Professional development to support and facilitate online learning opportunities will be provided to staff when needed):

- All MTEA teacher bargaining unit members
- All emerging educators, supplemental teachers, full-time (benefited) substitutes, intern teachers, permit teachers, and part-time teachers
- All school psychologists
- All paraprofessionals
- All 10-month secretaries
- All bookkeepers
- All safety assistants (those not already assigned to a food distribution site)
- All children's health aides
- All school social worker aides
- All school nurse associates
- All general aides
- All interpreters - DHH
- LTEs can return based on supervisor needs

Further analysis is needed including but not limited to the following employee groups:

- Building service helpers
- Food service staff
- Part-time recreation staff
- Regular substitute teachers

Based on the declaration of the public health emergency, this staffing plan is fluid and changes may be appropriate.