

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 2.05
SCHOOL BUILDING ADMINISTRATION**

The responsibilities of principals regarding staff members who are assigned to a school but do not appear on a school payroll include:

(1) Maintaining a schedule on file in the office for all persons assigned to the school on a regular basis. Since the workday varies for staff members, the schedule should clearly indicate the starting and ending time, along with the authorized lunch hour. The schedule must be signed by the staff member and the appropriate supervisor and remains in effect until a revised copy is on file in the school office. The schedule must be in conformity with established contracts, and any questions related to the schedule should be reviewed with the appropriate department head.

(2) Conducting a conference with each individual to review his or her work schedule, to establish a work station for the person, and then to identify the daily activities of that person in the school. The conference should clearly establish a procedure for reporting to the office at the beginning and the ending of each workday. When the nature of the job has an individual working outside of the school building for part or all of the day (e.g., conferencing with parents at home), the visitation schedule must be reported to the school office.

(3) Making it clearly understood that the employee must have authorization from the appropriate contact person for any deviation from the daily work schedule before any individual can modify his/her day, e.g., meeting at another site. The immediate supervisor is responsible for notifying the principal orally or in writing regarding a change in work schedule.

(4) Establishing a procedure for reporting all absences due to illness to the principal. Reporting absence for payroll purposes has been established by respective divisions. This does not eliminate the responsibility of the individual to report absence to his/her daily work station assignment.

History: Adopted 8-23-85
Cross Ref.: Admin. Policy 2.05 School Building Administration

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