

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 6.10
EMPLOYEE ASSISTANCE PROGRAM**

(1) The Board recognizes that a wide range of problems not directly related to one's job can affect job performance. These concerns may include personal problems, such as emotional problems, excessive use of alcohol or other drugs, family conflicts or financial difficulty. These personal problems can be successfully dealt with and resolved, provided assistance is offered at an early stage and referral is made to an appropriate form of care.

(2) The Board reaffirms its support for an employee assistance program to provide outside professional consultation to help the Milwaukee Public Schools' employees and their immediate family members resolve these concerns effectively and confidentially. This program shall operate in compliance with procedures approved by the Board.

History: Adopted 5-25-82; revised 3-29-95

Previous Coding: Admin. Policy GBEB, prior to May 1995; Admin. Policy 7.09, May 1995-August 1996

Cross Ref.: Admin. Policy 6.12 Drug Free Workplace
6.13 Drug and Alcohol Testing
Admin. Proc. 6.10 Employee Assistance Program

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**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 6.12
DRUG-FREE WORKPLACE**

All Milwaukee Public Schools workplaces and facilities shall be drug-free, safe working environments for all employees in accordance with the following.

(1) The manufacture, distribution, dispensing, possession, or use of controlled substances by employees is prohibited in school district buildings, on school premises, and in school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school activities or off school property during any school-sponsored or school-approved activity, event, or function.

(2) All employees in the district shall abide by provisions of this policy. Employees engaged in the performance of a federal grant shall be required to notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of the conviction. The district administrator shall notify the appropriate federal agency.

(3) Any employee who violates this policy shall be disciplined, up to and including dismissal in accordance with the provisions of the current MPS Employee Handbook and District policy, procedures, rules, and regulations.

(4) Any employee convicted of a criminal drug statute violation occurring in the workplace and not dismissed by the district shall be required to satisfactorily participate in the district's employee assistance program. Failure to satisfactorily participate in such program shall result in disciplinary action, up to and including dismissal in accordance with provisions of the current MPS Employee Handbook and District policy, procedures, rules, and regulations.

(5) All district employees shall be informed of this policy, the dangers of drug abuse, the district's employee assistance program, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

History: Adopted 1-15-89; revised 3-29-95

Previous Coding: Admin. Policy GBKA, prior to May 1995; Admin. Policy 7.12, May 1995-August 1996

Legal Ref.: Drug-Free Workplace Act of 1988

Cross Ref.: Admin. Policy 6.10 Employee Assistance Program
 6.13 Drug and Alcohol Testing

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**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE POLICY 6.13
DRUG AND ALCOHOL TESTING

(1) In recognition of the devastating impact that drug and alcohol abuse has on society as a whole, and the potential negative impact it can have on the education of students, the Milwaukee Public Schools shares a vital interest with the public in providing a safe, drug- and alcohol-free educational environment for its students and a safe, drug- and alcohol-free working environment for its employees. To ensure a safe learning environment and workplace, and to comply with Department of Transportation regulations and the Drug-Free Workplace Act, the following shall be adhered to with respect to drug and alcohol testing for all job applicants and current employees.

(2) The drug and alcohol policy applies to all full- and part-time employees of the Board. All employees shall be subject to drug and alcohol testing on a random or reasonable-suspicion basis in accordance with applicable procedures.

(3) Any employee who operates a commercial motor vehicle — including a full-time, a casual, or an intermittent or occasional driver — is subject to the commercial driver’s license (CDL) requirement.

(4) All job applicants, prior to the appointment to either a full- or part-time position, shall submit to a drug test.

(5) Under this policy, the following conduct by employees is prohibited:

- (a) reporting to work impaired by, or under the influence of, alcohol or drugs during working hours, whether due to on- or off-duty conduct;
- (b) engaging in the use, sale, manufacture, or possession of illegal drugs;
- (c) engaging in the use, sale, manufacture, or possession of alcohol on Board premises;
- (d) refusing and failing to submit to a drug-and-alcohol test as required.

(6) Any employee who violates this policy shall be disciplined, up to and including dismissal in accordance with the provisions of the MPS Employee Handbook.

(7) All district employees shall be informed of this policy, the dangers of drug and alcohol abuse, the district’s employee assistance program, and the penalties that may be imposed upon employees for violations of the policy.

History: Adopted 8-23-95; Revised 9-18-14
Cross Ref.: Admin. Policy 6.10 Employee Assistance Program
6.12 Drug-Free Workplace

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**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE POLICY 6.14
PERSONNEL RECORDS

History: Issued 8-21-80; revised 3-29-95

Previous Coding: Admin. Policy GBL, GBL-R, prior to May 1995; Admin. Policy 7.13, May 1995-August 1996

Legal Ref.: W.S. 103.13;

Contract Ref.:

Cross Ref.:

(1) The Office of Human Resources shall be charged with maintaining personnel records in accordance with the state open records law, other applicable statutes, collective bargaining agreements, and administrative procedures. Personnel, medical, and similar records, disclosure of which would constitute unwarranted invasion of personal privacy, shall be handled in a manner that will ensure such privacy.

(2) The Office of Human Resources shall treat as privileged information letters of reference pertaining to an employee's potential and similar correspondence. Such letters shall not be available for employee inspection under Wis. Stat. § 103.13.

(3) The Office of Human Resources must still turn over letters of reference to the Office of Board Governance, when the Office of Board Governance requests copies of those letters in order to respond to a public records request. There is a statutory exclusion under the public records law, that, in most instances, precludes the Office of Board Governance from releasing letters of reference; however, the Office of Board Governance still needs to see the letters of reference, as it has to disclose to a requester what specific records are being redacted or withheld, and under what authority.

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ADMINISTRATIVE POLICIES OF THE
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ADMINISTRATIVE POLICY 6.18
DEFINITIONS: STAFF

(1) CERTIFICATED STAFF

The term *certificated staff* shall apply to all personnel defined as teachers in section 40.02(55) of the Wisconsin Statutes, unless specifically stated otherwise in Board policy.

(2) CLASSIFIED STAFF

The term *classified staff* shall apply to all personnel as defined under section 63.53 of the Wisconsin Statutes.

History: Admin. Policy GC, prior to May 1995

Previous Coding: Admin. Policies GC and GD prior to May 1995; Admin. Policy 7.16, May 1995-August 1996

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**ADMINISTRATIVE POLICIES OF THE MILWAUKEE
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ADMINISTRATIVE POLICY 6.28
RESIGNATION: STAFF

(1) CERTIFICATED STAFF

(a) The superintendent is authorized and directed to accept finally on behalf of the Board the resignation of all certificated employees.

(b) The superintendent shall transmit a report of all such accepted resignations to the Board or its designated committee. The superintendent's report shall then be included with the committee's report to the Board.

(2) CLASSIFIED STAFF

The superintendent is authorized and directed to accept resignations of classified employees in their respective departments.

History: Revised 3-29-95

Previous Coding: Admin. Policy GCPB, GDPB prior to May 1995; Admin. Policy 7.26, May 1995-August 1996

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**ADMINISTRATIVE POLICIES OF THE MILWAUKEE
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ADMINISTRATIVE POLICY 6.29
RETIREMENTS: STAFF

(1) CERTIFICATED STAFF

Any employees defined as teachers in section 40.02(55) of the Wisconsin Statutes are participants in the Wisconsin Retirement System.

(2) CLASSIFIED STAFF

Employees of the Milwaukee Public Schools, with exceptions noted in section 63.53 of the Wisconsin Statutes, and those who are eligible according to the rules of the Employees' Retirement System of the City of Milwaukee (ERS) may participate in the ERS program. Except employees hired on or after January 1, 2024, shall be eligible to participate in the Wisconsin Retirement System.

History: Revised 3-29-95

Previous Coding: Admin. Policy GCPC, GDPC, prior to May 1995; Admin. Policy 7.27, May 1995-August 1996

Legal Ref: Age Discrimination in Employment Act, P.L. 95-256, W.S. 40.02.55, W.S. 63.53

Contract Ref: MTEA Contracts (Teachers, Substitute Teachers); ASC Contract; PAMPS Contract

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