

	July 2013 Handbook	July 2017 Handbook	Summary of Changes
		Red text published 06/15/17. Blue text revisions added and published 06/20/2017.	
<b>Definitions</b> <b>Pages:</b> <b>1 / 1</b>	Group C - Teachers: All certificated non-administrator personnel, including, but not limited to, teachers, guidance counselors, school social workers, school nurses, librarians, speech pathologists, occupational therapists, and physical therapists.	Group C - Teachers: All certificated non-administrator personnel, including, but not limited to, teachers, <u>intern teachers with an individual teaching contract</u> , guidance counselors, school social workers, school nurses, librarians, speech pathologists, occupational therapists, and physical therapists.	Added intern teachers, as they receive individual employment contracts, starting teacher salary, and have the same rights and benefits as any other teacher.
<b>Definitions</b> <b>Pages:</b> <b>2 / 2</b>	Group J – Temporary Employees: Temporary employees, interns, and limited term employees (LTEs). (Does not include part-time recreation employees.)	Group J – Temporary Employees: Temporary employees, interns ( <u>except intern teachers</u> ), and limited term employees (LTEs). (Does not include part-time recreation employees.)	Excludes intern teachers. See box above for Group C.
<b>Communication with Unions and Associations</b> <b>Pages:</b> <b>2 / 4</b>	The Milwaukee Public Schools and its employees realize the importance of communication and collaboration to increase the service for students and families. We will work together to solve problems and increase our capacity to give quality service to others. In order to promote and preserve a productive relationship between employee and employer, there will be regular communication between the employee’s designated bargaining agent and the appropriate Milwaukee Public Schools Office or Department. To that end, and when deemed appropriate, the District may utilize joint labor/management committees. Once it is determined that a joint labor/management committee is to be established, a meeting between administration and the bargaining agent will be held to discuss the parameters of the committee.	The Milwaukee Public Schools and the Board of School Directors value communication and collaboration with our employees and designated bargaining representatives. We will work together to solve problems and to increase our capacity to make a greater impact on student achievement.  To promote and preserve a productive relationship between employee and employer, there will be regular communication between the employee’s union representative and the appropriate Milwaukee Public Schools Office. To that end, and when deemed appropriate, the District will meet and confer with the union representative or establish labor/management committee/s to discuss matters of urgency or concern.	No substantive changes. Modified language for ease of understanding and flow.

<p><b>Building Committees</b> <b>Pages:</b> <b>4 / 4-5</b></p>	<p>Each school is strongly encouraged to establish a building committee. The committee is empowered to and responsible for, through the District’s core values, enriching the school community’s environment by continuously improving the workplace morale, safety, general organization, and overall climate for learning and student achievement.</p> <p>The committee will meet in an organized, representative manner, and engage in building-level, collaborative and respectful problem solving and planning. The school’s administration shall recognize the committee and shall meet with the committee and any other persons deemed appropriate by either the committee or school administration.</p> <p>The building committee should consist of representative members of the bargaining units at the school, if those units wish to participate. All school staff shall have the ability to raise concerns to the committee.</p> <p>Building committees should meet at least once per month, but no less than twice per semester, with the school’s administration or as deemed appropriate by the committee and school administration to jointly problem solve and plan for the improvement of the school. Concerns should be raised with suggested, proportionate solutions. The concerns shall be provided to each party previous to the meeting.</p>	<p>The purpose of the building committee is to provide a means to address building-wide concerns. A building committee is empowered to and responsible for, through the District’s core values, enriching the school community’s environment by continuously improving the workplace morale, safety, general organization, and overall climate for learning and student achievement. The building committee must consist of a minimum of three school-based representative members. The members should be from the different bargaining unit classifications at the school, if those units wish to participate. Each school is strongly encouraged to establish a building committee.</p> <p>The committee will meet in an organized manner, and engage in building-level, collaborative and respectful problem solving and planning. The school’s administration shall recognize the committee and shall meet with the committee and any other persons deemed appropriate by either the committee or school administration. <u>All school staff, regardless of union membership, are eligible to be members of the committee, raise concerns to the committee, and attend the committee meetings.</u></p> <p>Building committees should meet at least once per month, but no less than twice per semester, with the school’s administration or as deemed appropriate by the committee and school administration to jointly problem solve and plan for the improvement of the school. Concerns should be raised with suggested solutions. The concerns shall be provided to each party previous to the meeting.</p> <p><u>The existence of a building committee does not prohibit any individual employee from bringing</u></p>	<p>Similar intent with small modifications for ease and clarity.</p> <p>Also wanted to make it clearer that all school staff members are welcome on the committee and to attend the meetings.</p>
--	---	---	---

		<u>matters of concern directly to the principal, assistant principal, or the Office of School Administration.</u>	
<b>Residency Pages: 8 / NA</b>	Under 2013 Wis. Act 20, which became effective on July 2, 2013, a “local unit of government” (which term is expressly defined in the Act to include school districts) is precluded from requiring, as a condition of employment, that any employee or prospective employee reside within any jurisdictional unit. An effect of this provision of the Act is to preclude any local unit of government from terminating employees for residing outside jurisdictional limits imposed by the unit. The Act also provides that any residency requirement in effect on the effective date of the Act “does not apply and may not be enforced.” Therefore, MPS employees (whether certificated, classified, or exempt) are allowed as of July 2, 2013, to live outside the City of Milwaukee.	Removed	Removed this section as residency has been lifted for many years.
<b>Attendance Pages: 9 / 10</b>	Punctual and regular attendance is expected of all District employees. Each department shall establish attendance procedures. Employees who are unable to report to work on a scheduled workday must follow the established reporting procedures. Tardiness, unless excused by the supervisor or other appropriate administrator, is not permitted. The District will monitor attendance, tardiness, and absence patterns. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination.  Failure to report for work, without authorization, at the time and place designated by the immediate supervisor is considered an unexcused absence that will be designated as an absence without leave (AWOL). Employees absent without approved leave	Punctual and regular attendance is expected of all District employees. Each department shall establish attendance procedures. Employees who are unable to report to work on a scheduled workday must follow the established reporting procedures. Tardiness, unless excused by the supervisor or other appropriate administrator, is not permitted. The District will monitor attendance, tardiness, and absence patterns. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination.  Failure to report for work, without authorization, at the time and place designated by the immediate supervisor, is considered an unexcused absence that will be designated as an absence without <u>approved</u> leave (AWOL). <u>An employee who fails to return to</u>	Expanded the language on AWOL and the procedures of leave through the Division of Employee Rights Administration to add clarity for less confusion in the process.

	<p>in excess of three consecutive workdays shall be deemed to have committed job abandonment. AWOL absences may result in disciplinary action, up to and including termination.</p>	<p><u>work upon expiration of his/her approved formal leave of absence may be considered AWOL if: (1) prior to the expiration of the leave of absence, he/she does not submit to the MPS Leave Administrator a written request for a leave extension (accompanied by supporting medical documentation if the leave request is based on a medical reason); and/or (2) the leave request is not approved by the MPS Leave Administrator. The Employee Rights Administration Division will not declare the employee AWOL under these circumstances unless it has already sent the employee a written explanation of the leave extension requirements and specified the term of the approved leave.</u> Employees AWOL in excess of three consecutive workdays shall be deemed to have committed job abandonment. AWOL absences may result in disciplinary action, up to and including termination.</p>	
<p><b>Employee Non-Fraternization</b> <b>Pages:</b> <b>12 / 12</b></p>	<p>Employees are cautioned about engaging in intimate relationships with subordinate employees and/or volunteers; as such conduct may subject the District to liability.</p>	<p><u>Milwaukee Public Schools encourages the development of collaborative and mentoring relationships characterized by professional and ethical behavior which is free from discriminatory actions. A sexual or other inappropriate personal relationship between a supervisor and a subordinate employee (in the same reporting structure) exceeds what would be considered a professional partnership and compromises the objectivity and integrity of those in the position of influence and power and can also create a negative or uncomfortable working environment for others who perceive there to be disparate treatment.</u></p> <p><u>Sexual or other types of inappropriate relationships between supervisors and their subordinates are prohibited. The relationship is also prohibited if it creates a harassing, demeaning, or hostile work</u></p>	<p>Added more detailed language to help define the inappropriate relationship and more clearly prohibit it.</p>

		<p><u>environment for any employee; disrupts the work environment and/or the operations of the workplace; or causes others to question the reliability, trustworthiness, or sound judgement of the person involved in the relationship.</u></p> <p><u>The supervisor(s) in violation of this provision may be subject to disciplinary action, up to and including termination of employment.</u></p>	
<p><b>Professional Appearance 13 / 13-14</b></p>	<p>All employees contribute to the reputation of Milwaukee Public Schools in the way they present themselves. All employees are expected to dress in a professional manner. The District recognizes the varied job responsibilities of its employees, and as such, employees are expected to dress in a manner which reflects the responsibilities and duties of the employee’s position. Clothing with MPS logos is permitted and encouraged where appropriate for the employee’s position and duties. The District has established the following guidelines:</p> <p>No wind or track suits, unless job related  No sleepwear or loungewear  No halter tops  No sweatshirts or sweatpants  No torn, worn, faded, distressed, or ripped clothing  No inappropriate length clothing (shorts, skirts, midriff shirts)  No flip-flops</p> <p>Also note that employees required to wear uniforms must follow the above guidelines.</p> <p>Offices, departments, and school administrators have discretion to designate “casual” days.</p>	<p>All employees contribute to the reputation of Milwaukee Public Schools in the way they present themselves. All employees are expected to dress in a professional manner. The District recognizes the varied job responsibilities of its employees, and as such, employees are expected to dress in a manner which reflects the responsibilities and duties of the employee’s position. Clothing with MPS logos is permitted and encouraged where appropriate for the employee’s position and duties. The District has established the following guidelines:</p> <ul style="list-style-type: none"> <li>• No wind or track suits, unless job related</li> <li>• No sleepwear or loungewear</li> <li>• No halter tops</li> <li>• No sweatshirts or sweatpants</li> <li>• No torn, worn, faded, distressed, or ripped clothing <u>even if newly purchased to look this way</u></li> <li>• No inappropriate length clothing (shorts, skirts, midriff shirts, sagging pants)</li> <li>• No flip-flops</li> <li>• <u>No hats or headwear indoors (excluding religious headwear and medical accommodations)</u></li> </ul>	<p>Added “No hats (excluding religious headwear and medical accommodations)”.</p> <p>Changed Offices and Departments had the ability to add additional provisions to the dress code to say only Chiefs or their designee had the ability.</p>

	<p>Offices and departments have the discretion to create additional dress code provisions beyond the ones listed.</p> <p>If an administrator or supervisor observes what he/she considers unprofessional and inappropriate dress as outlined above, the administrator or supervisor will confer with the employee and direct him/her to take steps to dress appropriately.</p>	<p>Also note that employees required to wear uniforms must follow the above guidelines.</p> <p>Offices, departments, and school administrators have discretion to designate “casual” days.</p> <p><u>Chiefs, Chief Executive Officers of the Board, and/or their designees, have the discretion to create additional dress code provisions beyond the ones listed.</u></p> <p>If an administrator or supervisor observes what he/she considers unprofessional and inappropriate dress as outlined above, the administrator or supervisor will confer with the employee and direct him/her to take steps to dress appropriately.</p>	
<p><b>Recording in the Workplace</b>  <b>Pages:</b>  <b>NA / 14</b></p>	<p>NONE</p>	<p><u>In order to protect potentially sensitive or confidential information, and to promote an open and honest workplace, the recording of workplace conversations by way of an electronic recording device is prohibited without the permission of MPS Administration, the Chief Executive Officers of the Board, or the consent of all parties to the conversation. This prohibition also extends to the photographing of fellow employees without their consent. Electronic recording devices include, but are not limited to, cell phones, tablets, webcams, cameras, audio recorders, and video recorders.</u></p> <p><u>The District may, at its discretion, videotape and/or photograph an employee if a situation warrants such an action.</u></p> <p><u>Any employee who violates this policy may be subject to disciplinary action, up to and including termination from employment with the Milwaukee Public Schools.</u></p>	<p>All newly added language to address new concerns based on updated technological abilities.</p>

<b>Use of Cellular Phones and Other Devices While Driving</b> <b>Pages:</b> <b>NA / 14</b>	NONE	<u>For the safety of all staff, students and the public at large, employees who utilize vehicles to conduct District business are prohibited from reading/sending text messages, emailing and/or using other applications that require the entry of text and/or data into a device while driving. This policy applies to all vehicles, whether personally owned or leased by the District.</u> <u>Employees who violate this policy may be subject to discipline, up to and including termination.</u>	All newly added language based on a requirement from a grant we receive.  Also good, safe practice for employees when driving on district business.
<b>District Communication</b> <b>Pages:</b> <b>NA / 15</b>	NONE	<u>Official information from Milwaukee Public Schools may frequently come through email correspondence to the employee's MPS issued email address. MPS employees are expected to frequently check their email and respond, if necessary, to emails within 48 hours of the original email being sent. MPS employees must set their email out-of-office automatic reply if they are going to be unavailable.</u>	All newly added language. Addresses the increased use of email over the years. Efficiencies in communication.
<b>Lesson Plans</b> <b>Pages:</b> <b>NA / 15</b>	NONE	<u>All teachers are required to maintain a lesson plan book on a weekly basis that will be kept readily available in the classroom during instructional times. Weekly plans are to be completed and updated during the week as needed. Lesson plans will contain specific objectives, activities and specific references to instructional materials. Daily objectives must be posted, reviewed and visible for students and guests to see.</u>  <u>School administrators will request to see lesson plan books. If a school administrator has concerns about a teacher's lesson planning or if a teacher is on a Performance Improvement Plan, the teacher will be required to submit lesson plans on a regular basis to</u>	Newly added language to the Employee Handbook, however has been contained for prior years in the School Staff Manual.

		<u>the school administrator.</u>	
<p><b>Harassment/ Bullying Free Workplace Pages: 15 / 16-18</b></p>	<p>It is the policy of the District to maintain and to ensure learning and working environments free of any form of sexual harassment or intimidation toward personnel and students.</p> <p>The District does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Any violation shall be dealt with in an expeditious and forthright manner.</p>	<p>The District does not tolerate workplace harassment in any form and will take necessary and appropriate action to eliminate it, up to and including discipline of offenders. Any violation shall be dealt with promptly.</p> <p><u>1. Harassment/Bullying (Sexual). It is the policy of the District to maintain and to ensure learning and working environments free of any form of sexual harassment, unwelcome physical contact of a sexual nature, and other verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the repeated making of unsolicited, inappropriate, unacceptable gestures or comments and the display of offensive sexually graphic materials not necessary for the work of Milwaukee Public Schools. Such conduct is illegal. All supervisors who receive notice of sexual harassment and/or sexual assault complaints shall immediately report such complaints to their immediate supervisor and the Equal Employment Opportunity (EEO) Compliance Officer in the Office of Human Resources, who can be reached at 414-773-9927.</u></p> <p><u>2. Harassment/Bullying (Non-Sexual). The District is committed to maintaining and ensuring a workplace that is free from all other types of workplace harassment. Harassment based on race or any other statutorily protected classes or protected activity (e.g., religion, age, sex, sexual orientation; retaliation for filing a discrimination complaint) is illegal. Harassment for non-discriminatory reasons is inappropriate.</u></p>	<p>Only referenced policy 6.03 and now includes 8.52.</p> <p>Expanded the language to be more detailed and combine harassment and bullying into one section.</p> <p>Added instructions on how to file a complaint.</p>

		<p><u>Bullying</u></p> <p><u>The District is committed to maintaining and ensuring a work environment free from any and all types of bullying. Bullying is deliberate or intentional behavior using words or actions intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior and involves an imbalance of power.</u></p> <p><u>Bullying behavior by an employee is prohibited in all schools, school district buildings, educational environments, and on District property, including any property or vehicle owned, leased, or used by the District. Bullying is also prohibited when perpetrated through the use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic means of communication. Employees shall suffer no retaliation for reporting workplace bullying. To report workplace bullying, contact the District’s Equal Employment Opportunity (EEO) Compliance Officer, who can be reached at 414-773-9927.</u></p>	
<p><b>Loss of Assignment</b>  <b>Pages:</b>  <b>19 / 21-22</b></p>	<p>Employees in Group C and I shall be out of assignment under any one of the following conditions:</p> <ol style="list-style-type: none"> <li>1. After being absent more than 30 workdays during a school semester.</li> <li>2. After being absent the first day of the school year without advanced notice to the supervisor and central services giving a satisfactory reason for the absence.</li> </ol>	<p>Employees in Group C and I shall be out of assignment under any one of the following conditions:</p> <ol style="list-style-type: none"> <li>1. <u>After being absent more than 20 actual workdays during a school semester or 30 actual workdays in a school year.</u></li> <li>2. After being absent the first day of the school year without advanced notice to the supervisor and central services giving a satisfactory reason for the absence.</li> </ol>	<p>For Group C – Teachers and Group I – Psychologists it creates a reduction in the amount days before someone is out of assignment from 30 days to 20 days in a semester and from 45 days to 30 days in a school year. Agreed with unions to slowly reduce the number</p>

	<p>Documentation substantiating the reason for the absence may be required from the employee.</p> <p>3. After being approved for a leave of absence with a definite duration of 30 workdays or more.</p> <p>This provision shall not apply to FMLA approved leaves of absence. The Office of Human Capital, in its discretion, may override this provision for operational reasons. Disability accommodation requests regarding the retention of an assignment should be submitted, prior to the loss of assignment, to the ADA Administrator at 475-8161.</p>	<p>Documentation substantiating the reason for the absence may be required from the employee.</p> <p>3. After being approved for a leave of absence with a definite duration of 30 workdays or more.</p> <p><u>Educational Assistants, Children’s Health Assistants and Paraprofessionals shall be out of assignment after being absent for more than 30 consecutive calendar days.</u></p> <p>These provisions shall not apply to FMLA-protected or <u>USERRA-protected absences</u>. The Office of Human Resources, in its discretion, may override these provisions for operational reasons. Disability accommodation requests regarding the retention of an assignment should be submitted, prior to the loss of assignment, to the ADA Administrator at 475-8161.</p>	<p>from the contracts over time. This would be the final requested decrease.</p> <p>Added city civil service rules for classified staff.</p> <p>Added USSERA (military) to protected leaves.</p>
<p><b>Transfer Pages: 19-20 / 22</b></p>	<p>Eligible employees, after having been in their current assignment for one year, who desire a change in their assignment, may request a transfer within their current classification or certification. Employees may voluntarily transfer once every two years and not more than twice in seven years. The transfer process will take place annually during the second semester for the upcoming school year (please see Human Capital manual). If necessary, mid-year transfers will take place at the beginning of the second semester. All requests for mid-year transfers must be submitted in writing and approved by the Office of Human Capital. Employees may only transfer during the school year when there are unique and extenuating circumstances. All vacancies for transfer are posted on Employee Self Service. For</p>	<p>Eligible employees, after having been in their current assignment for one year, who desire a change in their assignment, may request a transfer within their current classification or certification. <u>Employees may voluntarily transfer once every two years and not more than twice in seven years.</u> The transfer process will take place annually during the second semester for the upcoming school year (please see Human Resources manual). An employee may appeal, in writing, to the Office of Human Resources, Department of Talent Management, to obtain a mid-year transfer when there are unique and extenuating circumstances. All vacancies for transfer are posted on Employee Self Service. For any questions regarding this process, contact the Manager of Talent Management at (414) 475-8224.</p>	<p>Removed the limitations of transfer which were once every two years and not more than twice in a seven year period.</p>

	any questions regarding this process, contact the Manager of Talent Management at (414) 475-8224. When considering a request to transfer, the District will review an employee's previous assignments, seniority, and work record. If an employee's transfer request is denied, he or she may request an explanation. The District reserves the right to involuntarily transfer employees based on the needs of the District or safety concerns. Transfers shall not be made in an arbitrary, capricious, or discriminatory manner.	When considering a request to transfer, the District will review an employee's previous assignments, seniority, and work record. If an employee's transfer request is denied, he or she may request an explanation. The District reserves the right to involuntarily transfer employees based on the needs of the District or safety concerns. Transfers shall not be made in an arbitrary, capricious, or discriminatory manner.	
<b>Compensation Pages: 21 / 23-24</b>	Salary and compensation are established annually by the Board of School Directors, except Prevailing Wages (Building Trades Council). Established salary rates will not be subject to change during the fiscal year, with the exception of changes arising out of base-wage negotiations, promotion, reduction in rank, or other disciplinary action. The District will negotiate base wages as required by state law. Salary will be communicated to the prospective or promoted employee in an official offer of employment.	Salary and compensation are established annually by the Board of School Directors, except Prevailing Wages (Building Trades Council). Established salary rates will not be subject to change during the fiscal year, with the exception of changes arising out of base-wage negotiations, promotion, reduction in rank, or other disciplinary action. The District will negotiate base wages as required by state law. Salary will be communicated to the prospective or promoted employee in an official offer of employment.  <u>Employees are required to establish and maintain direct deposit for their paychecks. The Office of Finance – Payroll will assist employees in establishing direct deposit.</u>	Added Direct Deposit language to this section instead of being a stand-alone provision as it has been in place for many years now.
<b>Travel Allowance Pages: 13 / 24</b>	Employees whose duties for the District require them to travel from their official headquarters to other locations shall be reimbursed for travel in their privately owned vehicle at the published Internal Revenue Service (IRS) standard mileage rate for business. Employees must provide a bi-weekly travel report to their supervisor. All travel under this section is subject to administrative approval.	Employees whose duties for the District require them to travel from their official headquarters to other locations shall be reimbursed for travel in their privately owned vehicle at the published Internal Revenue Service (IRS) standard mileage rate for business. Employees must provide a bi-weekly travel report to their supervisor. All travel under this section is subject to administrative approval. <u>Travel</u>	Added language to clarify professional leave travel is reimbursable.

		<u>reimbursement is also available for employees on professional leave.</u>	
<b>Criminal Background Checks</b> <b>Pages:</b> <b>21 / 24</b>	The District will conduct a criminal background check on all employees prior to their employment. The District may also conduct a criminal background check on any employee at any time during the course of his/her employment with the district.	<u>In making hiring decisions, the District will select individuals who best serve and protect the District's students, directly or indirectly.</u> The District will conduct a criminal background check on all employees prior to their employment. The District may also conduct a criminal background check on any employee at any time during the course of his/her employment with the district. <u>Current District employees who are up for promotion are subject to a criminal background check. Any individual who is disqualified through the criminal background check process has the opportunity to appeal his/her disqualification.</u>  <u>The District will not provide background check reports or background check report information to any third parties, even at the request of District employees or volunteers. The District will not provide copies of background check reports to District employees or volunteers, except to the members of the MPS Background Check Appeals Committee for the sole purpose of the appeals process.</u>	Added more language from Board Policy 6.15 in first paragraph.  Paragraph two is newly added language. Started to receive many requests for release of reports which we are unable to do.
<b>Employee Resignations – Retirements</b> <b>Pages:</b> <b>21-22 / 24-25</b>	1. All employees must give written notice of their intent to resign from their position with the District, including those employees resigning for the purpose of retirement. Such written notice shall include the last day to be worked and the reason for the resignation. The employee must give notice of resignation (excluding resignation for purposes of retirement) at least <b>14 calendar days</b> prior to their last workday. Written notice of all resignations must be submitted to the Office of Human Capital.	1. All employees must give written notice of their intent to resign from their position with the District, including those employees resigning for the purpose of retirement. Such written notice shall include the last day to be worked and the reason for the resignation. <u>The employee must give notice of resignation (including resignation for purposes of retirement) at least 30 calendar days prior to their last workday. Retirement is a type of resignation defined as leaving employment with the district on</u>	Increased resignation and retirement notice for classified staff from 14 days to 30 days.  Definition of retirement added.

	<p>All employees resigning for the purpose of retirement must give written notice that they will retire from their position with the District. Such written notice shall include the last workday and reason for leaving. The employee must give such notice to the Office of Human Capital at least <b>30 calendar days</b> prior to their last workday.</p> <p>Resignations are irrevocable. In the event of rare and extenuating circumstances, the employee may submit a request to rescind his/her resignation to the Chief Human Capital Officer within 30 days of the effective date of his/her resignation. All requests must be in advance of any official board action. Eligibility for retirement from the District will be verified by the Office of Human Capital, Benefits and Compensation Services Department. No retroactive resignation or retirement will be granted by the District.</p> <p>Prior to the end of their last workday, employees must return all keys, uniforms, equipment, ID cards, and any other District property to their supervisor.</p> <p>2. All teachers, administrators, and certificated staff (including, but not limited to, school psychologists and social workers) who after having signed a contract of employment for the coming school year leave their employment with the District for any reason except retirement, the employee's documented health related reasons (career ending), or documented health care related reasons where the employee is the primary caregiver shall be required to reimburse the Board in accordance with the following schedule of damages:</p> <p>a. \$1,000 when the employee departs in the month of July or August.</p>	<p><u>or after 60 years of age.</u> Written notice of all resignations must be submitted to the Office of Human Resources. Resignations will not be processed retroactively. Resignations are irrevocable. In the event of rare and extenuating circumstances, the employee may submit a request to rescind his/her resignation to the Chief Human Resources Officer within 30 days of the effective date of his/her resignation. All requests must be in advance of any official board action.</p> <p>Eligibility for retirement from the District will be verified by the Office of Human Resources, Benefits and Retirement Services Department.</p> <p>Prior to the end of their last workday, employees must return all keys, uniforms, equipment, ID cards, and any other District property to their supervisor.</p> <p>2. All certificated staff, who after having signed a contract of employment or having their contract extended for the coming school year, leave their employment with the District for any reason except retirement, the employee's documented health related reasons (career ending), or documented health care related reasons where the employee is the primary caregiver shall be required to reimburse the Board in accordance with the following schedule of liquidated damages:</p> <p><u>a. If an employee provides written notice of his/her resignation, to be effective before the start of the upcoming school year, before May 1st of the current school year no liquidated damages will be assessed.</u></p> <p><u>b. If an employee provides written notice of his/her resignation between May 2<sup>nd</sup> of the current school</u></p>	<p>Increased the amount of liquidated damages that would apply in each timeframe for certificated staff. Changed the notice date requirements in which the damages would be applied.</p>
--	---	--	--

	<p>b. \$2,000 when the employee departs between September 1 and the last day of the current school year.</p> <p>If an employee resigns before July 1 for the upcoming school year, no liquidated damages will be assessed. If monies are due to a teacher from the Board as of the last day worked, the liquidated damages amount may be deducted from any remaining paychecks as a payroll deduction(s).</p> <p>The Office of Human Capital, in the sole exercise of its discretion, may waive the right to pursue collection of liquidated damages from an employee.</p>	<p><u>year and the first day of the upcoming school year, \$2000 in liquidated damages will be assessed.</u></p> <p><u>c. If an employee resigns during the course of the school year, \$3000 in liquidated damages will be assessed against that employee.</u></p> <p>If monies are due to a teacher from the Board as of the last day worked, the liquidated damages amount may be deducted from any remaining paychecks as a payroll deduction(s).</p> <p>The Office of Human Resources, in the sole exercise of its discretion, may waive the right to pursue collection of liquidated damages from an employee.</p>	
<p><b>Position Reclassification Pages: 23 / 26</b></p>	<p>On occasion, job reclassification may be warranted due to significant changes in duties and responsibilities. In such instances, the chief/department head must submit a formal request to the Chief Human Capital Officer for review.</p>	<p>On occasion, job reclassification may be warranted due to significant changes in duties and responsibilities. In such instances, the chief/department head must submit a formal request to the Chief Human Resources Officer. <u>All authorized requests will be forwarded to a compensation review committee for a decision.</u></p>	<p>Added review of requests by the compensation review committee.</p>
<p><b>Professional Development Pages: 23-24 / 26-27</b></p>	<p>Stand-alone prior</p>	<p>A tuition reimbursement program will be offered to employees, subject to limitations including, but not limited to, courses relating to a reasonable promotional opportunity within the District or have direct impact that supports student learning. Employees must submit application for tuition reimbursement to the Office of Human Resources and obtain approval prior to the start date of the coursework or training. The availability of tuition reimbursement is subject to approved District budget. Tuition reimbursement is subject to successful completion of coursework as verified by the District.</p>	<p>Added tuition reimbursement language to this section instead of a stand-alone section in the prior handbook. It is <u>not</u> new language.</p>

<b>Grievance Procedure – General Provisions</b> <b>Pages:</b> <b>25 / 28</b>	Only regularly appointed employees who have passed probation and substitute teachers may utilize the grievance procedure, as shown below.	<u>The probationary period for classified employees is six months, classified and certificated administrators is one year, and certificated employees is one year. Only employees who have passed probation, may utilize the grievance procedure, as shown below.</u>	Teachers and certificated admins only need one year of service and not three to be considered past their probationary period. Also helps clarify for staff what their probationary period is.
<b>Grievance Procedure – Definitions</b> <b>Pages:</b> <b>26 / 29</b>	<p>The term “Termination” shall not include the following:</p> <ul style="list-style-type: none"> <li>• Layoffs</li> <li>• Voluntary separations from service including, without limitation, quitting or resignation</li> <li>• Job abandonments</li> <li>• The end of employment due to disability, lack of qualification or licensure, or other factors that preclude an employee from performing job duties</li> <li>• Retirements</li> <li>• Removal of an employee from a position during his/her probationary period.</li> </ul> <p>“Employee discipline” shall not include the following:</p> <ul style="list-style-type: none"> <li>• Plans of correction or performance improvement</li> <li>• Performance evaluations or reviews</li> <li>• Documentation of employee acts or omissions in an employment file</li> <li>• Verbal or written reprimands, unless the written reprimand is later used to support a suspension or termination through progressive discipline</li> <li>• Non-disciplinary wage, benefit, or salary adjustments; or reassignments</li> </ul>	<p>The term “Termination” shall not include the following:</p> <ul style="list-style-type: none"> <li>• Layoffs</li> <li>• Voluntary separations from service including, without limitation, quitting or resignation</li> <li>• Job abandonments</li> <li>• The end of employment due to lack of qualification or licensure</li> <li>• Retirements</li> <li>• Removal of an employee from a position during his/her probationary period</li> <li>• <u>Contract non-renewals (for probationary employees only)</u></li> </ul> <p>“Employee discipline” shall not include the following:</p> <ul style="list-style-type: none"> <li>• Plans of correction or performance improvement</li> <li>• Performance evaluations or reviews</li> <li>• Documentation of employee acts or omissions in an employment file</li> <li>• Verbal or written supervisory letters</li> <li>• Non-disciplinary wage, benefit, or salary adjustments; or reassignments</li> <li>• <u>Contract non-renewals (for probationary employees only)</u></li> </ul>	<p>Added contract non-renewals for probationary employees to the definition of what is not termination.</p> <p>Added contract non-renewals for probationary employees to the list of what is not considered employee discipline</p>

<p><b>Grievance Procedure – First Step</b>  <b>Pages:</b>  <b>27 / 30</b></p>	<p>Upon receipt of a written grievance, the Chief Human Capital Officer will designate an appropriate administrator to hear the grievance. The designated administrator shall meet with the parties within 15 workdays of receipt of the grievance or as soon as practicable to discuss the grievance and attempt to resolve it. The designated administrator shall review documentation provided by both parties in support of the employee’s position, may allow the parties to present brief overviews of their positions if this is deemed helpful, and may direct pertinent questions to the parties. If the matter is resolved, then the resolution will be reduced to writing and distributed to the parties. If the matter is not resolved, the administrator shall advise the parties in writing of his/her disposition of the grievance within ten workdays after the meeting.</p>	<p>Upon receipt of a written grievance, the Chief Human Resources Officer will designate an appropriate designee to hear the grievance. <u>The employee or his/her representative will be notified of the designee assigned to the grievance and asked to contact the designee to schedule the hearing.</u> The designee shall meet with the parties within 15 workdays of receipt of the grievance or as soon as practicable to discuss the grievance and attempt to resolve it. <u>If the employee or employee’s representative does not contact the designee to schedule the hearing within 30 calendar days of filing, the grievance will be considered withdrawn. Additionally, the grievance hearing must be held within 60 days of filing. This timeline may be waived by mutual agreement. The designee shall review documentation provided by both parties in support of the employee’s position, may allow the parties to present brief overviews of their positions if this is deemed helpful, and may direct pertinent questions to the parties. The designee shall advise the employee in writing of his/her disposition of the grievance within 15 workdays after the meeting.</u></p>	<p>Added the requirement that after notification, the employee contact the hearing officer to schedule. This added clarification to how process actual works.</p> <p>Added a timeframe in which contact would need to occur to schedule and then another timeframe in which it must heard. If not completed within the timelines then the grievance will be closed. Prevents grievance from remaining open indefinitely.</p> <p>Increased response time of the hearing officer from 10 days to 15 days for more thorough review and investigation time.</p>
<p><b>Grievance Procedure – Second Step</b>  <b>Pages:</b>  <b>27-28 / 30-31</b></p>	<p>The Office of Accountability and Efficiency shall maintain a list of qualified IHO’s following consultation with labor unions, which may not include present or former District or union employees. Qualified IHO’s may include, but are not limited to, those individuals available to be impartial hearing officers through the Wisconsin Employment Relations Commission or the Wisconsin Association of School Boards. The District will apply any standards developed by the State of Wisconsin for qualifying IHO’s. IHO’s for appealed matters shall</p>	<p>The Office of Accountability and Efficiency shall maintain a list of qualified IHOs <u>which may not include present or former employees of the District, the labor unions, or the labor unions’ legal counsel.</u> Qualified IHOs may include, but are not limited to, those individuals available to be impartial hearing officers through the Wisconsin Employment Relations Commission or the Wisconsin Association of School Boards. The District will apply any standards developed by the State of Wisconsin for qualifying IHOs. IHOs for appealed matters shall be</p>	<p>Added the exclusion of former union legal counsel to the list of those who could not be an IHO.</p>

	be assigned at random from the list of qualified IHO's by the Chief Accountability and Efficiency Officer.	assigned at random from the list of qualified IHOs by the Office of Accountability and Efficiency.	
<b>Grievance Procedure – Second Step Pages: 28 / 31</b>	The IHO shall submit a written decision to the Office of Human Capital, Employment Relations Department, within ten workdays of the close of the hearing, including the reasons for the decision. The Office of Human Capital shall communicate the decision to the parties through electronic means or U.S. mail.	The IHO shall submit a written decision to the Office of Human Resources, Employment Relations Department, <u>within 15 workdays of the receipt of the hearing transcript</u> , including the reasons for the decision. The Office of Human Resources shall communicate the decision to the parties through electronic means or U.S. mail.	Provided the IHO fifteen days after the official transcript of the hearing is received by the IHO for the decision to be rendered. This was the practice.
<b>Procedure for Employee Group D (Subs) Pages: 29 / 32</b>	<p>Any substitute teacher may file a written grievance with the Office of Human Capital, Employment Relations Department, within ten workdays of his or her termination, or receipt of discipline, or an inability to satisfactorily resolve a workplace safety issue with his or her immediate supervisor.</p> <p>Upon receipt of a written grievance, the Chief Human Capital Officer will designate an appropriate designee to hear the grievance. The designee shall meet with the parties within 15 workdays of receipt of the grievance or as soon as practicable to discuss the grievance and attempt to resolve it. The designee shall review documentation provided by both parties in support of the employee's position, may allow the parties to present brief overviews of their positions if this is deemed helpful, and may direct pertinent questions to the parties. If the matter is resolved, then the resolution will be reduced to writing and distributed to the parties. If the matter is not resolved, the designee shall advise the parties in writing of his/her disposition of the grievance within ten workdays after the meeting.</p> <p>The designee's disposition shall be final and binding.</p>	<p>Any substitute teacher may file a written grievance with the Office of Human Resources, Employment Relations Department, within 10 business days of his or her termination, or receipt of discipline, or an inability to satisfactorily resolve a workplace safety issue with his or her immediate supervisor.</p> <p>Upon receipt of a written grievance, the Chief Human Resources Officer will designate an appropriate designee to hear the grievance. <u>The employee or his/her representative will be notified of the designee assigned to the grievance and asked to contact the designee to schedule the hearing.</u> The designee shall meet with the parties within 15 workdays of receipt of the grievance or as soon as practicable to discuss the grievance and attempt to resolve it. <u>If the employee or employee representative does not contact the designee to schedule the hearing within 30 calendar days of filing, the grievance will be considered withdrawn. Additionally, the grievance hearing must be held within 60 days of filing or it will be considered withdrawn. This timeline may be waived by mutual agreement.</u> The designee shall review documentation provided by both parties in support of the employee's position, may allow the parties to present brief overviews of their positions if this is deemed helpful,</p>	<p>Added the requirement that after notification, the employee contact the hearing officer to schedule. This added clarification to how process actual works.</p> <p>Added a timeframe in which contact would need to occur to schedule and then another timeframe in which it must heard. If not completed within the timelines then the grievance will be closed. Prevents grievance from remaining open indefinitely.</p> <p>Provided response time of the hearing officer from ten days to fifteen days to help assist in more thorough review and investigation time.</p>

		<p>and may direct pertinent questions to the parties. <u>The designee shall advise the employee in writing of his/her disposition of the grievance within 15 workdays after the meeting.</u></p> <p>The designee’s disposition shall be final and binding.</p>	
<p><b>Complaint Procedure</b>  <b>Pages:</b>  <b>29-30 / 33</b></p>	<p>Upon receipt of a written complaint, the Chief Human Capital Officer will designate an appropriate designee to hear the complaint. The designee shall meet with the employee within 15 workdays of receipt of the complaint or as soon as possible to discuss the complaint. The designee shall review documentation provided in support of the employee’s position and will further investigate the matter. The designee shall advise the employee in writing of his/her disposition of the complaint within ten workdays after the meeting.</p>	<p>Upon receipt of a written complaint, the Chief Human Resources Officer will designate an appropriate designee to hear the complaint. The designee shall meet with the employee within 15 workdays of receipt of the complaint or as soon as possible to discuss the complaint. The designee shall review documentation provided in support of the employee’s position and will further investigate the matter. <u>The designee shall advise the employee in writing of his/her disposition of the complaint within 15 workdays after the meeting. If the employee or employee representative does not contact the administrator to schedule the hearing within 30 calendar days of filing, the complaint will be considered withdrawn. Additionally, the complaint hearing must be held within 60 days of filing or it will be considered withdrawn. This timeline may be waived by mutual agreement.</u></p>	<p>Added a timeframe in which contact would need to occur to schedule and then another timeframe in which it must heard. If not completed within the timelines then the complaint will be closed. Prevents complaint from remaining open indefinitely.</p> <p>Provided response time of the hearing officer from ten days to fifteen days to help assist in more thorough review and investigation time.</p>
<p><b>Teacher Non-Renewal Process</b>  <b>Pages:</b>  <b>NA / 34</b></p>	<p>NONE</p>	<p><u>Every teacher signs an individual employment contract with the District upon hire. The District, through the non-renewal process, has the ability to not renew a teacher’s employment contract for the upcoming school year. A non-renewal will result in a teacher no longer being employed by the District. The non-renewal process is only invoked when there are serious performance concerns related to a particular teacher. As such, the Educator Effectiveness System is used in determining whether to non-renew a</u></p>	<p>Added this section to the handbook. Follows the practice in place prior to it being added to the handbook.</p>

teacher. Please see the *Educator Effectiveness System Guide for Teachers* for further information on the evaluation process.

The teacher non-renewal process is as follows:

Preliminary Notice

A teacher being considered for non-renewal shall receive a written preliminary notice of non-renewal from the Office of Human Resources during the month of April. This notice must be given at least 15 calendar days prior to a final written notice of refusal to renew the individual contract. The preliminary notice shall state that the teacher has 5 business days from receipt of notice to request a conference with MPS Administration. If a teacher does not request a conference within 5 business days, the District will move forward with issuing a final written notice of non-renewal.

District Conference (if requested)

Upon a request for a conference, the teacher will be provided copies of all evidence used to determine the non-renewal status. At the conference, the teacher will be provided with the reasons why the non-renewal is being contemplated and will have an opportunity to provide a response. The teacher may choose to have representation at this conference. Within 5 business days of the conference, the district administrator shall notify the teacher in writing that the proposed non-renewal has been withdrawn or not. If the non-renewal is not withdrawn, the teacher shall be sent a final written notice of non-renewal no later than 5 business days after the district administrator's decision.

		<p><u>Appeal</u></p> <p><u>Upon receipt of final notice of non-renewal, a non-probationary teacher shall have 15 business days to file a written grievance with the Office of Human Resources, Employment Relations. The appeal will follow the grievance procedure as outlined in the MPS Employee Handbook. A probationary teacher who is non-renewed will not be eligible to file a grievance on their non-renewal. They may file a complaint.</u></p>	
<p><b>FMLA: Federal Leave</b>  <b>Pages:</b>  <b>31 / 35-36</b></p>	<p>Twelve workweeks of leave in any 12-month period for:</p> <ul style="list-style-type: none"> <li>• Birth and care of the employee's child, within one year of birth. If both spouses are employed by the District, they will be entitled to a combined total of 12 workweeks of family leave <ul style="list-style-type: none"> <li>• Placement with the employee of a child for adoption or foster care, within one year of the placement. If both spouses are employed by the District, they will be entitled to a combined total of 12 workweeks of family leave</li> <li>• Care of an immediate family member (spouse, child, parent) who has a serious health condition <ul style="list-style-type: none"> <li>• For the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job</li> <li>• Any qualifying extenuating circumstances arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the U.S. National Guard or Reserves in support of a contingency operation</li> </ul> </li> </ul> </li> </ul>	<p><u>Basic Leave Entitlement</u></p> <p><u>Twelve workweeks of unpaid leave in any 12-month period for:</u></p> <ul style="list-style-type: none"> <li>• <u>Incapacity due to pregnancy, prenatal medical care or child birth;</u> <ul style="list-style-type: none"> <li>• <u>To care for the employee's child after birth, or placement for adoption or foster care;</u> <ul style="list-style-type: none"> <li>◦ <u>Leave may be taken no later than 12 months after the child's birth or placement with the employee;</u></li> <li>◦ <u>If married spouses both are employed by the District, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for birth or placement of a child;</u></li> </ul> </li> <li>• <u>To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or</u></li> <li>• <u>For a serious health condition that makes the employee unable to perform the employee's job.</u></li> </ul> </li> </ul> <p><u>Military Entitlement</u>  <u>Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain</u></p>	<p>Added more detail to the FMLA section.</p>

	<p>Under Federal FMLA the employee has an additional entitlement to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (Military Caregiver Leave).</p>	<p><u>military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.</u></p> <p><u>FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.</u></p>	
<p><b>FMLA: Definition of Serious Health Condition Pages: NA / 36</b></p>	<p>NONE</p>	<p><u>For purposes of Federal FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.</u></p> <p><u>Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a</u></p>	<p>Added more detail to FMLA section.</p>

		<p><u>chronic condition. Other conditions may meet the definition of continuing treatment.</u></p> <p><u>For purposes of Wisconsin FMLA, a serious health condition is a disabling physical or mental illness, injury, impairment or condition involving any of the following: (i) inpatient care in a hospital, nursing home or hospice, or (ii) outpatient care that requires continuing treatment or supervision by a health care provider.</u></p>	
<p><b>FMLA: Employee Responsibilities Pages NA / 37</b></p>	NONE	<p><u>Under Federal FMLA, employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.</u></p> <p><u>Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.</u></p> <p><u>Under Wisconsin FMLA, employees must give advance notice of an expected birth or placement in a reasonable and practicable manner, and if the FMLA leave is for the purposes of planned medical</u></p>	<p>Added more detail and process.</p> <p>Using a third party administrator to handle FMLA leave requests.</p> <p>Added language to explain process.</p>

		<p><u>treatment, the employee must make a reasonable effort to schedule the medical treatment or supervision so that it does not unduly disrupt the employer's operations, subject to the approval of the health care provider involved. The employee must also give advance notice of planned medical treatment or supervision in a reasonable and practicable manner. If the leave is not foreseeable, employees must provide notice as soon as practicable. Employees are generally expected to follow normal call-in procedures to the extent possible.</u></p> <p><u>Employees must affirmatively request Federal and/or Wisconsin FMLA leave by contacting CareWorks Absence Management (CareWorks) at 1-844-263-3120 in accordance with the notice provisions described above. MPS has contracted with CareWorks to serve as its third-party administrator and carry out MPS's FMLA responsibilities. (If CareWorks stops serving as MPS' third-party administrator, alternative instructions regarding the FMLA leave process will be provided on portal under the Employee Rights Administration Department's section.)</u></p> <p><u>Employees who are absent because of FMLA-qualifying events are expected to follow the same call-in procedures that are required for any other absences. After CareWorks approves an employee in writing for a <i>continuous period</i> of FMLA leave, the complainant can stop calling in for the remainder of the approved continuous leave period.</u></p>	
<b>FMLA: Employer Responsibilities Pages: NA / 38</b>	NONE	<u>The District's third-party administrator must inform employees requesting leave whether they are eligible under Federal FMLA. If they are, the notice must specify any additional information required as well as</u>	Added more detail to the FMLA section.

		<p><u>the employee's rights and responsibilities. If they are not eligible, the District's third-party administrator must provide a reason for the ineligibility.</u></p> <p><u>The District's third-party administrator must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District's third-party administrator determines that the leave is not FMLA-protected, the District's third-party administrator must notify the employee</u></p>	
<p><b>FMLA: Intermittent Leave</b>  <b>Pages:</b>  <b>NA / 38</b></p>		<p><u>An employee does not need to use his/her FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. In the event of a birth, adoption or foster care placement, intermittent leave under Wisconsin FMLA will be permitted only during the 16-week period before and after the birth or placement, and the last segment of intermittent leave must begin within 16 weeks of the date of birth or placement. Under Federal FMLA, the employer is not required to permit intermittent leave in connection with a child's birth or placement for adoption.</u></p>	<p>Added more detail to the FMLA section.</p>
<p><b>FMLA: Medical Certification</b>  <b>Pages:</b>  <b>32 / 38-39</b></p>	<p>If the employee's leave request is based on his/her own serious health condition or the serious health condition of his/her child, spouse, domestic partner or parent, he/she must provide the District with a medical certification prepared by the treating health care provider. The medical certification must be provided to the District within 15 calendar days of</p>	<p>If the employee's leave request is based on his/her own serious health condition or the serious health condition of his/her child, spouse, domestic partner or parent, he/she must <u>provide the District's third-party administrator (currently CareWorks)</u> with a medical certification prepared by the treating health care provider. The medical certification must be provided</p>	<p>Using a third party administrator.</p>

	<p>notice to the employee of the need to provide such information, unless the District agrees to an extension of time. If the information in the certification is incomplete or insufficient, the District may request a clarification and/or authentication of the certification from the treating health care provider. This document must be completed and returned to the District within seven calendar days unless the District agrees to extend the response time. In the event questions continue to exist, the treating health care provider may be contacted for clarification of the request. If the employee fails to provide a timely certification, his/her leave request or his/her continuation of leave may be denied. If the employee's leave request is denied, his/her absences will be classified under the District's attendance policy. However, the District reserves the right to require the employee to use FMLA leave concurrently with sick leave.</p>	<p>to the District's third-party administrator within 15 calendar days of notice to the employee of the need to provide such information, unless the District agrees to an extension of time. If the information in the certification is incomplete or insufficient, <u>the District (or its third-party administrator)</u> may request a clarification and/or authentication of the certification from the treating health care provider. This document must be completed and returned to the <u>District's third-party administrator within seven calendar days unless the District's third-party administrator agrees to extend the response time.</u> In the event questions continue to exist, the treating health care provider may be contacted for clarification of the request. If the employee fails to provide a timely certification, his/her leave request or his/her continuation of leave may be denied. If the employee's leave request is denied, his/her absence(s) will be classified under the District's attendance policy. However, the District reserves the right to require the employee to use FMLA leave concurrently with sick leave.</p>	
<p><b>FMLA: Additional Medical Certification</b> <b>Pages: 32 / 39</b></p>	<p>If the District has any questions about the accuracy of the employee's initial medical certification, he/she must submit to another examination, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion, from a mutually agreed upon health care provider, may be required. The third opinion is final and binding.</p>	<p>If the District or <u>its third-party administrator</u> has any questions about the accuracy of the employee's initial medical certification, the employee may be required to submit to another examination, at the District's expense, by a health care provider selected by the District or <u>its third-party administrator.</u> If the second opinion differs from the initial certification, a third opinion, from a mutually agreed upon health care provider, may be required. The third opinion is final and binding.</p>	<p>Using a third party administrator.</p>
<p><b>FMLA: Medical Recertification</b> <b>Pages:</b></p>	<p>The employee must provide the District, to the extent required by law, with recertification on a periodic basis that his/her serious health condition prevents</p>	<p>The employee must provide the <u>District's third party administrator,</u> to the extent required by law, with recertification on a periodic basis that his/her serious</p>	<p>Using a third party administrator.</p>

<b>32 / 39</b>	him/her from performing his/her job functions or that he/she is needed to care for a family member with a serious health condition.	health condition prevents him/her from performing his/her job functions or that he/she is needed to care for a family member with a serious health condition.	
<b>FMLA: Return to Work Pages: 32 / 39</b>	If the employee is on FMLA leave because of his/her own serious health condition, he/she may be required to provide the District with a return-to-work release, signed by his/her treating health care provider, which addresses his/her ability to perform the essential duties of his/her job, before he/she can return to work. If he/she fails to provide the District with a return-to-work release, his/her reinstatement may be denied until the required certification is provided.	If the employee is on FMLA leave because of his/her own serious health condition, he/she may be required to provide <u>the District's third-party administrator</u> with a return-to-work release, signed by his/her treating health care provider, which addresses his/her ability to perform the essential duties of his/her job, before he/she can return to work. If he/she fails to <u>provide the District's third-party administrator</u> with a return-to-work release, his/her reinstatement may be denied until the required certification is provided.	Using a third party administrator.
<b>FMLA: Substitution (FMLA Pay Status) Pages: 33 / 39-40</b>	The employee may have the option of using certain types of paid leave; i.e., sick, vacation, or compensatory time, for unpaid FMLA leave pursuant to this FMLA Policy. When using leave under the Wisconsin FMLA act, the employee has the right to substitute any accrued paid leave for FMLA leave. The employee has similar rights to substitute accrued paid leave under the Federal FMLA, except the Federal FMLA recognizes that the employee is <u>not entitled to substitute sick leave</u> for FMLA leave unless the employee independently meets the applicable requirements for the use of sick leave under the Employee Handbook. The Federal FMLA allows the District to require the substitution of any accrued paid leave (vacation, sick, personal, etc.) for periods of unpaid FMLA leave. When accrued paid leave is substituted during the employee's unpaid leave period, the paid leave will not be available to the employee later. These leaves will run concurrently, provided the employee meets the applicable requirements of this leave policy. If the employee does not meet the requirements for taking paid leave,	The employee may have the option of using certain types of paid leave; i.e., sick, vacation, or compensatory time, for unpaid FMLA leave pursuant to this FMLA Policy. When using leave under the Wisconsin FMLA act, the employee has the right to substitute any accrued paid leave for FMLA leave. The employee has similar rights to substitute accrued paid leave under the Federal FMLA, except the Federal FMLA recognizes that the employee is <u>not entitled to substitute sick leave</u> for FMLA leave unless the employee independently meets the applicable requirements for the use of sick leave under the Employee Handbook. The Federal FMLA allows the District to require the substitution of any accrued paid leave (vacation, sick, personal, etc.) for periods of unpaid FMLA leave. When accrued paid leave is substituted during the employee's unpaid leave period, the paid leave will not be available to the employee later. These leaves will run concurrently, provided the employee meets the applicable requirements of this leave policy. If the employee does not meet the requirements for taking paid leave,	Changed "will be" to "may be".

	the employee remains entitled to take unpaid FMLA leave. If the employee is injured in the course of employment with the District and receives wage continuation benefits for absences attributable by the District to the work injury, this form of paid leave may be automatically counted against any FMLA entitlement to the extent permitted by law.	the employee remains entitled to take unpaid FMLA leave. If the employee is injured in the course of employment with the District and receives wage continuation benefits for absences attributable by the District to the work injury, this form of paid leave <u>may be</u> automatically counted against any FMLA entitlement to the extent permitted by law.	
<b>FMLA: Designation of Leave Pages: 33 / 40</b>	<p>Once the District receives any requested information, the District will inform the employee whether his/her leave will be designated as FMLA leave. If the employee does not provide the District with the required information within the time specified, the employee's absences will ordinarily be classified as other than FMLA leave and will be subject to the District's attendance policy. However, the District reserves the right to require the employee to use FMLA leave concurrently with sick leave.</p> <p>Questions regarding FMLA may be directed to the Leave Specialist in the Office of Human Capital, Employee Rights Administration Department at (414) 475-8210.</p>	Once the <u>District's third-party administrator</u> receives the required information, <u>the District's third-party administrator</u> will determine and inform the employee whether his/her absence(s) will be designated as FMLA leave. If the employee does not provide the <u>District's third-party administrator</u> with the required information within the time specified, the employee's absence(s) will ordinarily be classified as other than FMLA leave and will be subject to the District's attendance policy. However, <u>the District's third-party administrator</u> may designate an absence as FMLA leave so long as the designation meets the requirements of the law.	Using a third party administrator.
<b>FMLA: Unlawful Acts By Employers Pages: NA / 40-41</b>	NONE	<u>Federal FMLA makes it unlawful for any employer to:</u> <ul style="list-style-type: none"> <li>• <u>Interfere with, restrain or deny the exercise of any right provided under FMLA; and</u></li> <li>• <u>Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.</u></li> </ul>	Added more detail to the FMLA section.
<b>FMLA: Enforcement Pages:</b>	NONE	<u>An employee may file a complaint under federal FMLA with the U.S. Department of Labor or may bring a private lawsuit against an employer.</u>	Added more detail to the FMLA section.

NA / 41		<p><u>Federal FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law which provides greater family or medical leave rights.</u></p> <p><u>An employee may file a complaint under Wisconsin FMLA with the Wisconsin Department of Workforce Development.</u></p> <p><u>Questions regarding FMLA may be directed to the Leave Specialist in the Office of Human Resources, Employee Rights and Administrative Law at (414) 475-8210. Additional information regarding the Federal FMLA may be obtained from the U.S. Department of Labor/Wage and Hour Division at <a href="http://www.wagehour.dol.gov">www.wagehour.dol.gov</a> or 1-866-487-9243 (TTY: 1-877-889-5627).</u></p>	
<b>FMLA: Enforcement Pages: NA / 41</b>	NONE	<p><u>Questions regarding FMLA may be directed to CareWorks Absence Management (CareWorks) at 1-844-263-3120. If CareWorks is unable to provide an answer, questions should be directed to the MPS Leave Administrator in the Office of Human Resources, Employee Rights and Administrative Law at (414) 475-8210. Additional information regarding the Federal FMLA may be obtained from the U.S. Department of Labor/Wage and Hour Division at <a href="http://www.wagehour.dol.gov">www.wagehour.dol.gov</a> or 1-866-487-9243 (TTY: 1-877-889-5627).</u></p>	Now using a third-party administrator. Wanted to add extra language to help add clarity and ease for staff to know who best to call for each situation.
<b>Worker's Compensations Pages: 34 / 41</b>	An employee who is injured in the course of employment must file an accident report (Form EB-49) and Employee's Statement of Injury form with the employee's immediate supervisor within 24 hours	<p><u>An employee who is injured in the course of employment must report the injury to his/her immediate supervisor and then via phone to the District's third-party claims administrator, Gallagher Bassett ("GB"). Injured employees should call GB's</u></p>	Using a new third party administrator to manage Worker's Compensation claims. Details provided

	<p>after the occurrence of the injury (or as soon thereafter as possible).</p> <p>An employee who is absent because of an injury or disease or assault compensable by the District under the Wisconsin Worker’s Compensation Act is eligible for up to 40 days wage continuation during his/her active employment for that injury/disease/assault at approximately 2/3 of the pre-injury gross base salary normally received by the employee. Wage continuation for any and all injuries/diseases/assaults shall not exceed 40 days in any fiscal year and is intended only for the healing period. If the absence extends beyond one of the 40-day limits, the employee has the option of electing sick leave accumulation in accordance with District requirements or statutory workers compensation benefits. In order to be eligible for wage continuation or worker’s compensation benefits, proper medical verification/documentation is necessary and wage loss replacement for the absence must be found by the City of Milwaukee to be required under the Wisconsin Worker’s Compensation Act. (Note: Employees without a standard, regular work schedule are not eligible for wage continuation benefits. No wage continuation benefits are provided for jobs which did not give rise to the injury.)</p> <p>All employees shall cooperate with the District’s light duty and return to work arrangements where medically advisable and feasible. For additional information regarding worker’s compensation benefits, please visit the portal at <a href="http://www.milwaukee.k12.wi.us">www.milwaukee.k12.wi.us</a> or contact Office of Human Capital Services, Benefits and Compensation Services Department, at (414) 475-8555.</p>	<p><u>Priority Care 365 hotline at 1-844-645-7700, 24 hours a day, seven days a week to report injury. Hit prompt “1” to speak with a nurse.</u></p> <p><u>Thereafter, the employee must document the injury in writing by filling out the “Employee’s Statement of Injury”. The injured employee’s supervisor is required to fill out the “Supervisor’s Analysis” within 24 hours after the occurrence of the injury (or as soon as possible thereafter). Once the forms are completed, they must be emailed to GB at <a href="mailto:gb-milwaukee-mail@gbtpa.com">gb-milwaukee-mail@gbtpa.com</a>. All necessary forms are available on <i>mConnect</i>. The District no longer accepts these forms; they must be sent directly to GB.</u></p> <p>An employee who is absent because of an injury or disease compensable by the district under the Wisconsin Worker’s Compensation Act is eligible for up to 40 days wage continuation during his/her active employment for that injury/disease at approximately 2/3 of the pre-injury gross base salary normally received by the employee. Wage continuation for any and all injuries/diseases shall not exceed 40 days in any fiscal year and is intended only for the healing period. If the absence extends beyond the 40-day limit, the employee has the option of electing to use accumulated sick leave in accordance with district requirements or statutory workers compensation benefits. In order to be eligible for wage continuation or workers’ compensation benefits, proper medical verification/documentation is necessary. Wage loss replacement for the absence must be found compensable as required under the Wisconsin Workers’ Compensation Act. (Note: Employees without a standard, regular work schedule are not eligible for wage continuation benefits, and no wage</p>	<p>with new contact information and process.</p> <p>Also, Worker’s Compensation handled in the Office of Finance and not the Office of Human Resources.</p>
--	---	--	---

		<p>continuation benefits are provided for jobs which did not give rise to the injury.)</p> <p>All employees shall cooperate with the District's light duty and return-to-work arrangements where medically advisable and feasible. <a href="#">For additional information regarding workers' compensation benefits, please visit <i>mConnect</i> or contact the Office of Finance, Department of Procurement and Risk Management, at (414) 475-8555 or 414-475-8907.</a></p>	
<p><b>Holidays</b> <b>Pages:</b> <b>35 / 42</b></p>	<p>The following days are paid holidays for 12-month employees regularly scheduled to work 30 or more hours per week:</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Good Friday</li> <li>• Memorial Day</li> <li>• Fourth of July</li> <li>• Labor Day</li> <li>• Thanksgiving Day</li> <li>• Day after Thanksgiving</li> <li>• Christmas Eve Day</li> <li>• Christmas Day</li> <li>• New Year's Eve Day</li> </ul>	<p>The following days are paid holidays for 12-month employees regularly scheduled to work 30 or more hours per week:</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• <a href="#">Dr. Martin Luther King, Jr. Day</a></li> <li>• Good Friday</li> <li>• Memorial Day</li> <li>• Fourth of July</li> <li>• Labor Day</li> <li>• Thanksgiving Day</li> <li>• Day after Thanksgiving</li> <li>• Christmas Eve Day</li> <li>• Christmas Day</li> <li>• New Year's Eve Day</li> </ul>	<p>Added Dr. Martin Luther King, Jr. Day to the list of paid holidays for 12 month full-time staff.</p>
<p><b>Inclement Weather</b> <b>Pages:</b> <b>35-36 / 43</b></p>	<p>On occasion, due to weather conditions, closings may occur due to inclement weather.</p> <p>When schools and the Central Services Offices are closed due to inclement weather, only designated employees are expected to report for work. The designated employees will primarily consist of those employees involved in snow/ice removal activities. Those employees designated to report to work will be</p>	<p>On occasion, due to weather conditions, Milwaukee Public Schools may need to partially or fully close. The type and extent of a District closure will vary based on the severity of the weather.</p> <p><a href="#">Partial Closing (Schools Only)</a></p> <p><a href="#">For the safety of our students, severe weather may necessitate the closing of schools. When travel is not</a></p>	<p>Returned to the past practice of school closure and full District closure being separate decisions and different options for closure.</p>

	<p>notified by their supervisor or department head of such requirement. If a designated employee is unable to work that day, he or she is expected to call in the absence in accordance with departmental work rules. Failure of a designated employee to report the absence will result in the individual not being paid for the day and may result in disciplinary action, up to and including termination. Inclement weather days are non-paid, non-workdays for substitute teachers and hourly employees.</p>	<p><u>impacted by roadway conditions all non-school based employees are expected to report for work. Any employee not able to report to work is expected to report their absence in accordance with departmental work rules. Failure of an employee to report the absence will result in the individual not being paid for the day and may result in disciplinary action, up to and including termination.</u></p> <p><u>Inclement weather days are non-paid, non-workdays for substitute teachers and hourly employees.</u></p> <p>Full Closing (Central Services, Schools and All Other Sites)</p> <p>Central Services may need to close when inclement weather seriously impedes travel and safety. Employees involved in snow/ice removal and building maintenance activities will be expected to report to work as determined by the Chief Operations Officer. The Superintendent may designate additional Central Services staff to report.</p> <p>If a designated employee is unable to work that day, he or she is expected to <u>report</u> the absence in accordance with departmental work rules. Failure of a designated employee to report the absence will result in the individual not being paid for the day and may result in disciplinary action, up to and including termination.</p> <p>All closings will be identified on the MPS Portal and in the local media.</p>	

<p><b>Miscellaneous Leave</b> <b>Pages:</b> <b>38 / 46</b></p>	<p>A total of not more than 32 hours per year, prorated based upon the number of hours worked weekly, deductible from sick leave may be taken for any reason. Employees must obtain prior written approval from their supervisor before use of sick leave under this provision.</p>	<p>A total of not more than 32 hours per year, prorated based upon the number of hours worked weekly, deductible from sick leave may be taken for any reason. Employees must obtain prior written approval from their supervisor before use of sick leave under this provision.</p> <p><u>Miscellaneous Leave is not intended for employees who do not have sufficient sick leave in their accrued accounts to cover their requested absence(s).</u></p>	<p>A sick leave balance in the amount of miscellaneous leave requested was already required. Added for clarity in the revised version.</p>
<p><b>Bereavement and funeral leave</b> <b>Pages:</b> <b>38 / 46</b></p>	<p>In addition to miscellaneous leave listed above, funeral leaves listed below shall be permitted without loss in pay or deduction from sick leave:</p> <ol style="list-style-type: none"> <li>1. An employee shall be permitted to take three full workdays, used within the calendar week (any consecutive seven days) due to the death of husband or wife, child, stepchild, brother, sister, half-brother or sister, stepbrother or sister, parent, parent-in-law, stepparent, or domestic partner, wherever they may reside, or other relative living in the same household.</li> <li>2. An employee shall be permitted to take one workday, used within the calendar week (any seven consecutive days), due to the death of a grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, or first cousin.</li> </ol>	<p>Funeral leaves listed below shall be permitted without loss in pay or deduction from sick leave, within the parameters specified below.</p> <ol style="list-style-type: none"> <li>1. An employee shall be permitted up to three full workdays, taken consecutively, due to the death of husband or wife, child, stepchild, brother, sister, half-brother or sister, stepbrother or sister, parent, parent-in-law, stepparent, or domestic partner, wherever they may reside, or other relative living in the same household.</li> <li>2. An employee shall be permitted to take one workday, used within the calendar week (any seven consecutive days), due to the death of a grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, or first cousin.</li> <li>3. <u>The employee must give his/her supervisor advanced notice of the leave. Upon request from the supervisor, the employee must provide documentation substantiating the reason for the absence after returning from the leave.</u></li> </ol>	<p>Added numbers one and four to the language.</p>

<p><b>Unpaid Leave of Absence</b> <b>Pages:</b> <b>39 / 47</b></p>	<p>In order for the District to position itself to consider and deal with the long-term absence of an employee, employees who request time off for a personal, unpaid, non-FMLA leave must submit their request to the Chief Human Capital Officer at least 60 days prior to the requested start date of the leave or as soon as they become aware of the need to request leave.</p> <p>At the Office of Human Capital’s discretion, unpaid, personal, non-FMLA leaves of absence may be granted for periods of time not to exceed one calendar year.</p> <p>Because each leave is considered on its own merits and is dependent to some extent on operations of the District, it must be understood that one leave does not establish a precedent for another.</p> <p>Employees may continue insurances while on unpaid leave of absence at his/her own expense. If the premium is not received by the first of the month, the employee’s insurance coverage shall be terminated. During the unpaid leave of absence, the employee will retain accumulated paid leave, but will not accrue any additional paid leave.</p> <p>The employee will be required to notify the Chief Human Capital Officer of the employee’s intent to return to work by the date as specified in the leave approval. If the employee does not provide such notice, he or she will be deemed to have resigned from his or her position with the District as of the expiration of the leave.</p>	<p>In order for the District to position itself to consider and deal with the long-term absence of an employee, employees who request time off for a personal, unpaid, non-FMLA leave must submit their request to the MPS Leave Administrator, Employee Rights Administration Division (ERAD), Office of Human Resources, at least 60 days prior to the requested start date of the leave or as soon as they become aware of the need to request leave.</p> <p>At the Office of Human Resources’ discretion, unpaid, personal, non-FMLA leaves of absence may be granted for periods of time not to exceed one calendar year.</p> <p>Because each leave is considered on its own merits and is dependent to some extent on operations of the District, it must be understood that one leave does not establish a precedent for another.</p> <p>Employees may continue insurances while on unpaid leave of absence at his/her own expense. If the premium is not received by the first of the month, the employee’s insurance coverage shall be terminated. During the unpaid leave of absence, the employee will retain accumulated paid leave, but will not accrue any additional paid leave.</p> <p><u>Within five days prior to the end of an employee’s approved leave, the employee shall contact the MPS Employee Rights Administration Division (ERAD) Leave Administrator to give notice of whether the employee intends to return to work. If the employee will continue to be absent, he or she should submit a written request for leave extension to the ERAD Leave Administrator on or before the end of the approved leave. Leave requests based on a medical</u></p>	<p>Added more clarity of the process to the language.</p>
--	--	--	---

		<p><u>condition should be accompanied by medical documentation substantiating that the employee is unable to perform his/her regular job duties for the period of time at issue. Leave requests for the purpose of study should designate the intended field of study and/or expected degree.</u></p> <p>Employees may continue insurances while on unpaid leave of absence at their own expense. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated. <u>If the employee exercises this self-pay option, any such period of self-paid coverage will be deemed to be an election to exercise the Consolidation Omnibus Budget Reconciliation Act (COBRA) continuation coverage and will count against the employee's applicable period of COBRA continuation coverage.</u></p>	
<p><b>Glass Coverage for Automobiles</b> Pages: 42 / NA</p>	<p>The District will provide insurance to cover damage resulting from vandalism to auto glass (i.e., windows, windshields) on employees' owned or leased vehicles while parked at school during school hours and while on school business. Coverage under this provision excludes theft and any damages resulting from collision. Coverage will not cover any towing, storage, or car rental. Employees shall be responsible for the first \$50 for cost of auto glass repair or replacement in any one incident.</p>	<p>REMOVED</p>	<p>The District no longer carries auto glass insurance coverage.</p>
<p><b>Prescription Safety Glasses</b> Pages: 43 / NA</p>	<p>Prescription safety glasses will be furnished and replaced or repaired if damaged or broken during the course of the employee's work assignment, if requested by the employee who is working on a job which requires safety glasses.</p>	<p>REMOVED</p>	<p>Removed from district employee handbook and now in the Department Manual of Facilities and Maintenance.</p>