



**MILWAUKEE**  
PUBLIC SCHOOLS

Milwaukee Public Schools  
Department of Recreation and  
Community Services

# **PART-TIME RECREATION EMPLOYEE**

Manual

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Dear Recreation Employee:

It is my pleasure to welcome you to the Milwaukee Public Schools Department of Recreation and Community Services team! As a member of our staff, you play an important role in helping to fulfill our mission of *enriching and strengthening the community by promoting healthy lifestyles, personal development, and fun through memorable recreational and educational experiences for people of all ages and abilities.*

Each day of your assignment, we will expect the best from you and in return, we are committed to providing you with the resources and support needed to deliver the best possible experience to our customers. It is my hope that you find your work to be worthwhile as I strongly believe introducing individuals to the benefits that recreation activities provide is one of the most rewarding jobs you can hold.

The keys to your success will include being dependable, having a positive attitude, enjoying the work you do, and following the policies and procedures. Please take time to review your employee handbook so you are prepared for success.

I wish you the best with your assignment and sincerely appreciate your work to ensure our community is able to *Experience Life* with Milwaukee Recreation!

Sincerely,

A handwritten signature in black ink that reads 'Lynn A. Greb'.

Lynn A. Greb  
Senior Director

**DISCLAIMER**

This manual outlines the policies and procedures for part-time recreation employees. Nothing contained in this manual creates or is intended to create a contract of employment, and the policies, procedures, and rules described therein are subject to change at the discretion of the District at anytime. **Please note that you are subject to the policies of the Milwaukee Board of School Directors.** Some but not all of these policies are included in this manual.

**RECREATION DEPARTMENT HISTORY**

The Milwaukee Public Schools (MPS) Department of Recreation and Community Services was established in 1911 to enrich the lives of Milwaukee's youth, teens, adults, and seniors through recreational and educational opportunities. Chapter 509 of the Wisconsin Laws of 1911 was reportedly the first of its kind to assign a local public school system the responsibility for organizing and conducting recreation programs for both children and adults. The law recognized that recreation is an educational process and that both recreation and education are strong forces in total human development and the formation of a city's culture. Shortly thereafter, Milwaukee gained national recognition as the "City of the Lighted Schoolhouse" for its use of public school facilities for evening recreation programming. While other recreation departments in a majority of U.S. cities conduct their programming in stand-alone recreation centers, our access to school facilities allows us to direct our resources into programming versus brick and mortar, thereby providing our community with the best possible value in recreation programming.

**RECREATION DEPARTMENT MISSION AND VISION****Mission:**

Milwaukee Recreation...enriching and strengthening the community by promoting healthy lifestyles, personal development, and fun through memorable recreational and educational experiences for people of all ages and abilities.

**Vision:**

To be the leading provider of quality and affordable recreation services in the Milwaukee community.

**CUSTOMER SERVICE STANDARDS FOR PART-TIME STAFF**

The MPS Department of Recreation and Community Services will cultivate lifelong customers by providing high quality service with every customer interaction. Every staff member will help achieve this goal through an on-going commitment to the following standards.

**Courtesy and Respect**

- All customers will be treated with respect and dignity.
- Each staff member will be courteous during all customer interactions.
- Each staff member will maintain the customer's confidentiality and privacy.

**Communication**

- Each staff member will acknowledge and greet customers in a friendly manner upon their entrance into a facility.
- Each staff member will answer the telephone within three rings, and in a friendly and helpful manner, using the name of the facility and staff member's name. For example, "Good Evening, South Department Community Center. This is \_\_\_\_\_".
- Each staff member will ensure that information provided to customers is accurate and consistent, even if it requires a call back.

- Each staff member will listen attentively (re-stating or paraphrasing the customers comments back to them) in all customer interactions.

### **Environment**

- Each staff member is responsible for creating an inviting, family friendly environment in all facilities.
- All facilities will post their office hours.
- All signage must be positive in manner and tone, typed, and approved by the Assistant Recreation Supervisor or designee. Hand written signs are unacceptable unless an emergency prohibits the printing of the sign.
- Staff will work with district personnel to maintain clean facilities.

## **GENERAL EMPLOYMENT GUIDELINES**

### **ADMINISTRATIVE POLICIES:**

The following Administrative Policies are included in this Manual: Employee Code of Ethics (6.04); Code of Ethics (6.05); Gifts and Solicitations (6.06); Employee Rules of Conduct (6.07); Tobacco Products Use on Board Property (6.11); Staff Internet Safety Acceptable Use Policy (6.34); Student Non-Fraternization Policy (6.36); and the Corporal Punishment Policy (8.29). These documents communicate the reasonable standards of behavior for MPS employees. All rules must be followed. A signed and dated receipt acknowledging your understanding of the rules is required.

**See Appendix A for Administrative Policies.**

### **ATTENDANCE:**

Recreation staff are expected to work their assigned hours. Time away from work causes hardship to coworkers and the program. Excessive absenteeism is grounds for termination.

#### **Disciplinary Action for Excused Absences per Season**

- 1<sup>st</sup> occurrence/absence – no consequence
- 2<sup>nd</sup> occurrence/absence – verbal warning
- 3<sup>rd</sup> occurrence/absence – written warning
- 4<sup>th</sup> occurrence/absence – termination of employment

#### **Disciplinary Action for No Call/No Show – Unexcused Absences**

Not calling to report an absence is considered a “no show”. Two “no call/no shows” during one’s assignment period will result in termination.

- 1<sup>st</sup> occurrence – verbal and written warning
- 2<sup>nd</sup> occurrence – termination

**\*Two days of no call/no show is considered voluntary resignation.**

#### **Illness**

If, for any reason, an employee cannot be on the job during his/her required hours, the employee must notify his/her immediate supervisor in advance. There is no sick leave with pay for part-time recreation staff. Return to Work Certification: If an employee is absent for 3 or more consecutive days due to illness, he/she is required to provide a Return to Work Certificate from a medical professional certifying he/she is fit for duty.

**Tardiness**

Staff members are expected to be on time and stay until the end of the workday unless otherwise approved by the appropriate Supervisor. Arriving late for one's assignment, leaving early, or returning late from breaks is considered tardiness. Tardiness may be grounds for termination.

**BREAKS:**

Recreation staff working seven (7) or more consecutive contact hours with participants will receive an unpaid thirty (30) minute break. If the employee is approved by the Supervisor to work through lunch, the lunch period is paid. Staff lunch during field trips will be a paid "lunch break". All staff working less than 7 consecutive hours will receive a 15 minute, paid break after 4 hours of work.

Minors (individuals under 18 years of age) working more than 6 consecutive hours must receive a 30-minute, unpaid, duty free meal period; NO EXCEPTIONS!

**CHILD ABUSE REPORTING (Appendix B and K):**

Milwaukee Public Schools recognizes its legal and ethical obligation in the detection and reporting of suspected child abuse and neglect. When there is reasonable cause to believe a child has been abused or neglected, recreation staff must act in accordance with Wisconsin statutes and report incidents to duly constituted authorities. As a matter of policy, if there is any doubt or question of whether to report such cases, the matter will be resolved in favor of the child's safety and will be reported to the Bureau of Milwaukee Child Welfare.

**\*All staff are required to complete the online Child Abuse Training (through the Department of Public Instruction) within two weeks of hire and submit the Certificate of Completion to the Recreation Department to be placed the employee's personnel file.**

**See page 27 for Child Abuse Reporting and Mandatory Training information, and Appendix K for a SAMPLE Certificate of Completion and the Child Abuse Reporting form.**

**DISCIPLINE:**

In the event an employee has violated a work policy, and/or is not performing his/her duties satisfactorily, the following procedures will be followed: This may include a verbal warning, written warning via the Employee Conference Report, and/or discipline hearing.

Note: Acts resulting in gross misconduct are those involving a serious breach of employee work rules (e.g., child abuse, physical assault, sexual assault, under the influence of drugs or alcohol, theft) and are potentially liable for immediate dismissal.

**DRESS CODE:**

Recreation staff t-shirts must be worn at all times during your hours of employment. One staff shirt will be issued free to every staff member. Additional staff shirts may be purchased at the employee's expense. Staff shirts may not be defaced or altered in any way (i.e., bleaching, cut, etc.). Shirts should also be kept and worn in a neat and clean manner.

Shorts should be of the "walking short" style and must be longer than the tip of your index finger when standing with your arms at your side. Cut off, spandex, or bicycle/exercise shorts are NOT acceptable.

Closed toe shoes are required for all staff unless assigned to aquatic areas. No sandals, flip-flops, beach shoes, crocs, high heels, etc., are allowed. Tennis shoes are strongly recommended.

Piercings and hair color or hair styles that draw undue attention are prohibited. Tattoos that display images which may adversely affect the work environment must be covered while on duty. No hats are permitted.

**ELECTRONIC DEVICE USAGE:**

The use of all electronic devices including cell phones and the wearing of Bluetooth devices is not permitted while on duty.

**EMERGENCY PROCEDURES (Appendix C):**

In the event that an emergency occurs, proper procedures must be followed as outlined in Appendix C as well as the multi-colored Emergency Plans booklet at your worksite. Notify the Police immediately if you observe any suspicious activity. All staff are required to familiarize themselves with the tri-colored Emergency Plans booklet found at his/her worksite.

MPS Recreation has adopted Extreme Heat Guidelines to provide guidance when the National Weather Service issues a Heat Advisory, a Heat Watch, or a Heat Warning.

**See Appendix C for all Emergency Procedures including the Extreme Heat Guidelines.**

**EMPLOYEE ACCIDENT REPORTING (Appendix D and K):**

In the event of any injury while on the job, please notify your supervisor immediately to obtain the necessary paper work. Please note: an EB49 form must be completed and faxed to the Benefits and Insurance Services Department at 475-8562 within 24 hours. Staff are encouraged to use Concentra Medical Centers instead of a hospital emergency room for non-life threatening injuries.

**See Appendix D for Employee Accident Reporting procedures and Appendix K for SAMPLE Employee Accident forms.**

**EMPLOYEE'S CHILDREN AT WORK:**

If an employee brings their child/relative to their worksite, the child must be enrolled in the program (paid registration where required).

**FIRST AID & BLOODBORNE PATHOGENS (Appendix E):**

In the event that a patron is injured, employees should provide first aid. If you are exposed to bodily fluids, please follow the Bloodborne Pathogens Exposure Control as recommended by the MPS Office of Human Resources.

**See Appendix E for First Aid and Bloodborne Pathogens Exposure Control information.**

**INCIDENT REPORTING (Appendix K):**

All incidents should be reported to your supervisor immediately but no later than 24 hours after the incident. If the police are contacted, be prepared to give them your name, what occurred, and the exact location. An Incident Report Form must be completed and given to your supervisor. Please write legibly and provide as much detail as possible. At a minimum, you should include the following information: location, name of person completing report, date and time of incident, and a thorough description of the incident.

**See Appendix K for a SAMPLE Incident Report form.**

**PART-TIME EVALUATION/RE-EMPLOYMENT (Appendix K):**

Evaluation of job performance is a continual process that focuses on professional development and growth. Recreation staff will receive an evaluation at the end of their seasonal assignment. The evaluation covers all aspects of one's job. Your immediate supervisor will discuss your performance and you will also have an opportunity to respond in writing to any concerns. All evaluations will be kept in your personnel file at the Recreation Department Administrative Offices.

Employees may be asked to participate in an employee conference. The nature of this conference may be positive in nature or may be scheduled to address concerns or issues. The Employee Conference Report will be placed in the employee's personnel file.

Re-employment for the following season is not guaranteed. Employee's wishing to return must reapply and interview for a position.

**See Appendix K for SAMPLE Part-Time Evaluation forms.**

**PATRON ACCIDENT REPORTING (Appendix K):**

If a patron is injured while participating in MPS Recreation Department activities, a Patron Accident Report must be completed and submitted to the Recreation Supervisor. Be prepared to include a high level of detail regarding the injury including, but not limited to the time, date, nature of the injury and the location of the injury. Notify your supervisor immediately if an ambulance or parent is contacted.

**See Appendix K for a SAMPLE Patron Accident Report form.**

**PAYROLL (Appendix A, H, and K):**

Payroll is generated on a bi-weekly basis. The timesheet schedule listing all the pay dates will be given to you at your orientation. Use a black or blue ball point pen when completing timecards. Do not use pencil. Timesheets are due the Monday following the pay date. The recording of employee hours should be done daily. Falsification of hours worked is grounds for termination.

Effective July 1, 2013, direct deposit became mandatory for all MPS employees. Employees must complete and submit a Direct Deposit Request Form to their supervisor or directly to Payroll. Those not enrolled will have their payroll check deposited into a payroll debit card with Chase Bank.

Check stubs are view electronically by going to the MPS Portal / Employee Self Service. You must agree to the Acceptable Use Policy (AUP) to access this site. Contact the MPS Technology Support Center at (414) 438-3400 during regular business hours Monday-Friday from 7:00 AM to 4:30 PM for a username and password. Acceptable Use Policy information can be found in Administrative Policy 6.34 located in this Manual.

**See page 21 for the Acceptable Use Policy, Appendix H for a SAMPLE Timesheet and Appendix K for SAMPLE of the Direct Deposit form.**

## **PUBLIC RELATIONS**

Under no circumstances are Part-Time Recreation Staff allowed to contact the media which includes newspapers, radio, or television stations. All inquiries from the media should be reported to your supervisor immediately. If you are approached by the media, please say "I cannot comment on that situation. Let me give you the phone number of the Recreation Supervisor".

## **REFUND POLICY (Appendix J and K):**

### **Classes cancelled by MPS Recreation:**

Full refunds are granted for a class/activity cancelled by MPS Recreation. Refunds for registrations paid via credit/debit card will be credited back to the credit/debit card within 2-4 weeks. If registrations are paid by cash or check, a refund check will be processed and mailed within 2-4 weeks of the class cancellation.

### **Customer Initiated Cancellations:**

Classes longer than 6 weeks - Partial refunds are given if the refund request is made prior to the second class/activity meeting (unless otherwise stated in the Activity Guide). Service fees apply.  
Classes less than 6 weeks - Partial refunds are given if the refund request is made at least 1 day prior to the start of the class/activity (unless otherwise stated in the Activity Guide). Service fees apply.

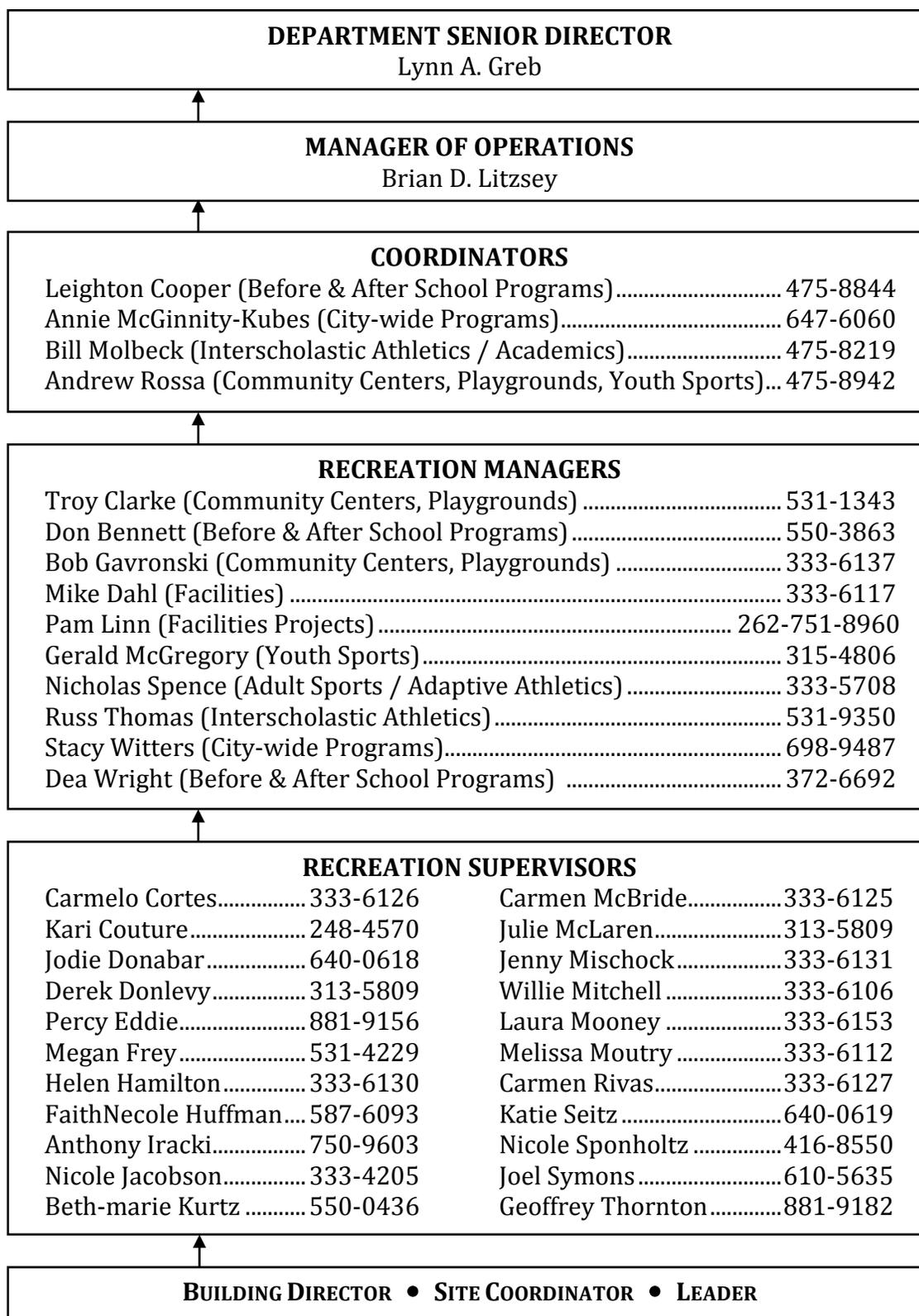
**See Appendix J for the complete Refund Policy and Appendix K for a SAMPLE Class Refund/Transfer Request form.**

## **SMOKING, DRUGS, ALCOHOL, & WEAPONS:**

Recreation staff are not permitted to smoke, chew tobacco, consume alcoholic beverages, use illegal drugs or carry a weapon while on duty. Failure to comply will result in disciplinary actions up to termination.

**See pages 12-26 for Administrative Policies regarding MPS Code of Ethics and Smoking on School grounds.**

**\*\*\* DO NOT COPY AND/OR DISTRIBUTE THIS PAGE \*\*\***  
**MPS RECREATION DEPARTMENT PHONE NUMBERS**  
**AND REPORTING PROCEDURE**



## Administrative Policy 6.04

### EMPLOYEE CODE OF ETHICS

<i>History</i>	<i>Adopted 12-18-91; updated 1994; reaffirmed 4-20-95; revised 1-29-97, 5-26-99</i>
<i>Previous Coding</i>	<i>Admin. Policy BBF, prior to May 1995; Admin. Policy 2.04, May 1995-August 1996</i>
<i>Legal Ref.</i>	
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	<i>Board Rule 1.19 Conflicts of Interest Admin. Policy 6.05 Code of Ethics: Employee Notification Admin. Proc. 6.05 Code of Ethics: Employee Notification</i>

Employees of the Milwaukee Public Schools (MPS), including the Board, recognize that they are accountable to the citizens of the City of Milwaukee. As such, they shall seek to maintain standards of high ethical conduct, avoiding both the actuality and appearance of conflict of interest. This code of ethics is intended to support the employees in the achievement of such standards.

#### **(1) Definitions**

(a) *Consulting*. "Consulting" is defined as the process or procedure in which an employee of MPS confers with and works for an educational or commercial agency other than the MPS for a fee or payment.

(b) *Employee*. "Employee" is defined as any individual employed by the MPS, including certified, classified, and non-classified staff, but excluding independent contractors and volunteers.

(c) *Immediate Family*. "Immediate family" represents employees who are related by blood or by marriage. "Related by blood" is defined as including father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandchild, grandparent, or first cousin, and shall include legal guardianships as well as legal adoptions. "Related by marriage" is defined as including husband, wife, son-in-law, daughter-in-law, brother-in-law, wives of brothers-in-law, sister-in-law, husbands of sisters-in-law, father-in-law, mother-in-law, stepchild, and stepparent.

(d) *Gifts and Gratuities*. Gifts and gratuities are defined as any goods or services, excluding meals, for which a monetary value may be assessed.

#### **(2) Gifts and Gratuities**

(a) Acceptance of gratuities and gifts is discouraged. An employee of MPS may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group, or firm that does business with, or is attempting to do business, with MPS.

(b) Existing Administrative Policies 6.06 and 8.40, pertaining to employee gift limitations of a specific character, remain in effect and are not abrogated by this code.

#### **(3) Consulting**

(a) Employees of MPS may provide compensated services to other institutions, provided that such activities do not involve MPS resources such as equipment, travel, or time, but not limited thereto. Employees may receive fees and expenses for their services, provided those services are rendered during the employee's own time.

(b) If an employee is authorized by a supervisor to render a service to another public or educational institution and remains on the school district payroll and receives an honorarium payment or gratuity, that sum should be turned over to the school district; otherwise, honoraria for speeches and public appearances may be accepted by the MPS employees, provided that the speech or appearance is performed during the employee's own time.

(c) If consulting work is entered into by an MPS employee for any person, group, or firm that does business with MPS, and if that MPS employee has a decision-making role or makes

recommendations for purchase, the employee must remove himself/herself from any purchasing or decision-making process involving that firm.

#### **(4) Employee Disclosure**

(a) If consulting work is entered into by an MPS employee, or a member of the employee's immediate family, for any person, group, or firm that does business with the MPS, it is the responsibility of that employee to file a disclosure form with the district within 30 days.

(b) If a firm that does business with or is attempting to do business with the MPS refers an MPS employee or a member of the employee's immediate family to another firm or business as a consultant, the MPS employee must complete the disclosure form available from the Office of Board Governance within 30 days of accepting that employment. The employee must remove himself/herself from any purchasing or decision-making process involving either firm.

#### **(5) Immediate Family Disclosure**

(a) If any member of the immediate family of an employee of MPS is employed by or an agent of a vendor supplying or seeking to supply goods and services to MPS, and if the employee has authority to recommend or order the purchase of such goods or services, then the employee shall disclose this relationship on a form supplied by the Office of Board Governance. Failure to make such disclosure within a reasonable time after such relationship is created or becomes known may subject the employee to sanctions.

(b) It is the employee's obligation to obtain and file a disclosure form whenever any of the aforementioned consulting activities occur. To facilitate the reporting requirement and clarify the reporting procedure, the employee should read carefully and complete the disclosure form. The form should be procured from, and upon completion be submitted to, the Office of Board Governance.

#### **(6) Decision Making**

(a) No employee may profit directly from the decision to purchase goods or services by MPS. Decisions to purchase such goods and services must be free of even the appearance of bias toward a company or vendor based on remuneration. For that reason, if any employee has authority to recommend or order the purchase of goods or services, then that employee shall disclose any involvement with any vendor seeking to supply such goods and services. This includes any consulting work performed or any honoraria received either personally or by any member of the employee's immediate family.

(b) An employee who has, either personally or through an immediate family member, received compensation from a vendor seeking to supply goods or services to the MPS shall not make purchasing decisions to obtain goods or services from that vendor for a period of 18 months from the date of the last compensation or honorarium received.

(c) An employee recommending purchase or serving on a committee to review goods or services being offered to MPS must ensure that all necessary disclosures have been made and are known to the entire committee relative to that employee's or any immediate family member's involvement (consulting or employment with vendors under consideration by the committee. Such employee must refrain from any vote involving the company or companies from which compensation has been received within the previous 18 months.

#### **(7) Political Participation**

Employees of the MPS are encouraged to participate in the political process. Employees can be members of, or officers in, a political party. They may contribute to political candidates, either with financial resources or in donation of services, provided donations do not utilize MPS equipment, time, or work product. MPS employees may allow their names to be used on lists of supporters for candidates for public office, but such use of employees' names must not imply MPS endorsement.

#### **(8) Vendor**

(a) Vendors are to be treated by employees in a businesslike manner without favoritism. Employees are not to accept gifts, favors, or other items of value from a vendor, subject to the

exception noted under the paragraph 2, "Gifts and Gratuities," of this policy. Employees are not to request of vendors special discounts, favors, or donations for private use.

(b) Vendor presentations of products or services to employees should be done at MPS sites. All vendors should be accorded an equal opportunity to make such presentations. If it is necessary to visit the vendor's site to view products, the employee engaged in such travel shall obtain authorization and funding from the Board or the Board's designee. Without such authorization, the employee shall assume any travel or related expenses. Vendors are not allowed to pay travel or related expenses.

(c) Employees may not sell or promote the sale of goods and/or services in which the employee or his/her immediate family would benefit monetarily to MPS. Educational products with a value of less than \$25.00, produced or developed by an employee, may be made available to other employees or schools in the district if sold for not more than the cost of production.

## **(9) Nepotism**

### **(a) General**

No administrator of MPS shall employ under his or her direct supervision or contract with any person who is related by blood (whether of whole or half-blood) or who is related by marriage to that administrator of MPS, or use his/her status as an administrator of MPS to influence the employment, appointment, evaluation, transfer, or promotion of any such person to a position of employment within MPS which is subordinate to that administrator.

### **(b) Definitions**

1. *Administrator.* For the purposes of this nepotism section, "administrator" of MPS is defined as any person who is a principal, an assistant principal, a program administrator, a supervisor, a coordinator, a staffing specialist, a director, an assistant director, a manager, a Department/department head, a Deputy Superintendent, the superintendent, the chief auditor, or Director of the Office of Board Governance.

2. *Related by Blood.* For the purposes of this nepotism section, "related by blood" is defined as including father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandchild, grandparent, or first cousin and shall include legal guardianships as well as legal adoptions.

3. *Related by Marriage.* For the purposes of this nepotism section, "related by marriage" is defined as including husband, wife, son-in-law, daughter-in-law, brother-in-law, wives of brothers-in-law, sister-in-law, husbands of sisters-in-law, father-in-law, mother-in-law, step-child and step-parent.

### **(c) Falsification of Employment Application**

1. It shall be deemed a falsification of an employment application for an applicant for employment with MPS to fail to disclose that the applicant is related by blood or related by marriage to any Board member or administrator of MPS as defined in this section. In the event of such falsification, the Department of Human Resources reserves the right to reject the application for employment.

2. Upon approval by the Board, any administrator of MPS who is found to have violated this nepotism section shall be subject to appropriate disciplinary action consistent with Board policies, state statutes, and applicable contracts.

3. This nepotism section shall be applied consistent with all applicable state laws, federal laws, city ordinances, city service provisions, and other Board policies regarding non-discrimination in employment and employee rules of conduct.

## **(10) Sanctions**

(a) Persons in violation of the provisions of this code of ethics are subject to disciplinary procedures, up to and including discharge under either this policy or employee contract provisions.

(b) Employees of the MPS are to be alert to the provisions in the Wisconsin Statutes governing conduct as a public employee, especially in sections 946.12, 946.13, 118.12 and 119.66.

(c) These policies do not supersede agreements which are outlined in collective bargaining agreements. Contracts for the superintendent and the director of the Office of Board Governance shall comply with the employee code of ethics.

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## Administrative Policy 6.05

### CODE OF ETHICS

<i>History</i>	<i>Adopted 12-17-90; reaffirmed 3-29-95</i>
<i>Previous Coding</i>	<i>Admin. Policy GBC, prior to May 1995; Admin. Policy 7.05, May 1995-August 1996</i>
<i>Legal Ref.</i>	
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	<i>Board Rule 1.19 Conflicts of Interest</i> <i>Admin. Policy 6.04 Employees: Code of Ethics</i> <i>Admin. Proc. 6.05 Code of Ethics: Employee Notification</i>

#### **(1) General**

An employee shall not engage in any employment activity or enterprise for compensation outside of his/her district employment if it is inconsistent or in conflict with his/her duties with the school district. The superintendent or his/her designee shall implement procedures for administration of this policy.

#### **(2) Labor Relations Considerations**

Prior to implementation of the code of ethics, the district shall meet all of its obligations and responsibilities under section 111.70 of the Wisconsin Statutes and the provisions of the district's collective bargaining agreements.

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## Administrative Policy 6.06

### GIFTS AND SOLICITATIONS: STAFF

<i>History</i>	<i>Codified 1976; revised 3-29-95</i>
<i>Previous Coding</i>	<i>Admin. Policy GBI, prior to May 1995; Admin. Policy 7.10, May 1995-August 1996</i>
<i>Legal Ref.</i>	
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	<i>Admin. Policy 8.40    Student Gifts and Solicitations                           9.07    Public Solicitations in the Schools</i>

#### **(1) Gifts**

No employee of the Board shall accept money as a gift from any student. Gifts of appreciation given by a class to an employee shall not exceed \$25.00 in value.

#### **(2) Solicitations**

No organization may solicit funds of staff members within the schools or departments, nor may anyone distribute flyers or other materials related to fund drives through the schools or departments, without the approval of the Board. Nor shall employees be made responsible, or assume responsibility for, the collection of any money or distribution of any fund drive literature within the schools or departments without such activity having the Board's approval.

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## Administrative Policy 6.07

### EMPLOYEE RULES OF CONDUCT

<i>History</i>	<i>Adopted 10-30-96; revised 09-29-99</i>
<i>Previous Coding</i>	
<i>Legal Ref.</i>	
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	

#### **(1) General**

(a) In order to attain its educational and organizational goals in an efficient and effective manner, the Board believes it is a sound human resources management practice to fully apprise employees of the conduct that is expected of them. It is the intent of this policy to set district rules governing all employees and to publish such rules; therefore the Board finds it necessary to promulgate rules of conduct for its employees, outlining prohibited conduct.

(b) Any employee who violates any district policy, procedure, rule, or regulation, whether written or unwritten, shall be subject to disciplinary action, which may, but need not, include oral warnings, written warnings, suspensions without pay, demotion, or any other discipline, up to and including termination. The nature of the discipline shall depend on the nature of the violation, the surrounding circumstances, and any other relevant factors.

(c) The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed.

#### **(2) Prohibited Conduct**

(a) Insubordination, including disobedience, failure, or refusal to carry out directions, assignments, or instructions

(b) Falsification, unauthorized modification, or alteration of any district documents or records, including applications for employment, whether by omission or commission

(c) Damage, unauthorized use, possession, or removal of Board property or another person's private property

(d) Possession, use, or sale of any illegal drugs, drug paraphernalia, intoxicants, narcotics, or any other controlled substance on or off Board premises

(e) Possession, sale, or use of alcoholic beverages during assigned work hours or while on Board premises

(f) Reporting to work impaired by illegal drugs, alcoholic beverages, or intoxicants, and/or impaired by the unauthorized consumption of prescription drugs or other legal substance

(g) Illegal or prohibited possession of firearms or other weapons during assigned work hours or while on Board premises

(h) Failure, refusal, or negligence in the performance of assigned duties

(i) Violation of federal, state, and/or local laws/ordinances which are substantially job-related or render the employee unavailable for work due to incarceration

(j) Unauthorized non-charitable or business-related solicitation(s) for any purpose during assigned work hours or while on Board premises

(k) Unexcused or excessive absenteeism or tardiness, including failure to follow appropriate reporting procedures

(l) Loafing, loitering, sleeping, or engaging in unauthorized personal business

(m) Failure to comply with health, safety, and sanitation requirements, rules, and regulations

(n) Threatening, harassing, intimidating, interfering with, coercing, injuring, or using abusive language toward students, Board employees, or the public

- (o) Unauthorized accessing, disclosure, or copying of confidential information or records
- (p) Engaging in activity that significantly detracts from the school district's image or reputation
- (q) Failure or refusal to comply with school/departmental work rules, policies, or procedures.

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## Administrative Policy 6.11

### TOBACCO PRODUCTS USE ON BOARD PROPERTY

<i>History</i>	<i>Adopted 8-20-90; revised 3-29-95</i>
<i>Previous Coding</i>	<i>Admin. Policy GBK, prior to May 1995; Admin. Policy 7.11, May 1995-August 1996</i>
<i>Legal Ref.</i>	<i>Wisconsin Act 209, 1989</i>
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	

The use of tobacco products shall be prohibited at all times on school premises. (The term *school premises* includes all property owned by, rented by, or under the control of the Board.) The following process for enforcement of this policy shall be employed.

(1) Students. Any violation of Board policy by students shall be subject to current disciplinary procedures as listed in "Guideposts" and the manual for parents and students.

(2) Citizens. Citizens who are observed smoking or using tobacco products on school district property shall be asked to refrain from doing so. If the individuals fail to comply with the request, they shall be asked to leave the building and school district property.

(3) Employees. Employees who improperly use tobacco products shall be subject to disciplinary action in accordance with the appropriate collective bargaining agreement.

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## Administrative Policy 6.34

### STAFF INTERNET SAFETY ACCEPTABLE USE POLICY (AUP)

<i>History</i>	<i>Adopted 1-25-2007; Revised 6-24-10; 6-28-12</i>
<i>Previous Coding</i>	
<i>Legal Ref.</i>	
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	<i>Admin. Policy 8.47 Children's Internet Protection Act Admin. Policy 8.48 Student Internet Safety Acceptable Use Policy (AUP)</i>

Milwaukee Public Schools offers electronic network access for students, teachers, and other staff within the school system. The purpose of having the electronic network is to support the instructional program, including learning opportunities, business applications, information retrieval, searching strategies, research skills, and critical thinking. This document defines the acceptable use of the MPS network system (i.e., WAN, LAN, Internet, and email) and computer resources by MPS Staff, as well as the obligation of school staff to educate, supervise, and monitor appropriate usage by students.

#### **(1) Educational Purpose**

(a) The district's network system has been established for educational and administrative purposes. The term *educational purpose* includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

(b) The district's network system has not been established as a public access service or a public forum. The district has the right to place restrictions on the material which staff accesses or posts through the system. Staff is also expected to follow the rules set forth in this policy and the law in staff's use of the network system. Disciplinary action may take place against MPS staff that breaks rules, as defined in MPS administrative policy.

(c) Staff may not use the network system for commercial purposes. This means that staff may not offer, provide, or purchase products or services through the network system.

#### **(2) Rules and Regulations**

##### **(a) Acceptable Use**

Milwaukee Public Schools' networks are to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and employee guidelines of Milwaukee Public Schools.

##### **(b) Unacceptable Use**

1. Unacceptable use includes, but is not limited to, the following:
  - a. violation of copyright/trademark laws;
  - b. use of threatening or obscene material;
  - c. political or campaign materials;
  - d. sending or soliciting sexually-oriented messages or images;
  - e. changing settings on computers;
  - f. disrupting the network through casual use of the Internet;
  - g. accessing chat rooms and other social networking sites, except those set up and/or approved by school administration;
  - h. accessing programs not appropriate for educational use;
  - i. unauthorized use of password-protected programs (SIMMS, IFAS, Portal, eSIS, etc.);
  - j. access to pornography, including child pornography.

2. The casual use of the email system is permitted as long as it does not interrupt the network or interfere with the employee's assignments and the email item is a legal document.

3. Listservs may never be used for personal emails, nor may the employee use district-wide school or department email addresses.

4. Use of offensive or harassing statements or language, including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs, is prohibited.

5. Staff shall not cyber-bully another person. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another staff member or student by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings.

6. Staff shall not engage in the unauthorized disclosure, use, or dissemination of personal contact information regarding students. "Personal contact information" includes the student's full name, together with other information that would allow an individual to locate the student, including the student's family names, the student's home address or location, the student's work address or location, or the student's phone number.

### **(3) EDUCATION, SUPERVISION AND MONITORING**

(a) It shall be the responsibility the Chief Academic Officer and Director of Technology to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protection Children in the 21<sup>st</sup> Century Act.

(b) Procedures for the disabling or otherwise modifying of any technology-protection measures shall be the responsibility of the Director of Technology or designated representatives.

(c) The Chief Academic Officer or designated representatives shall provide appropriate training for staff who use the school's Internet facilities. The training provided will be designed to promote the school's commitment to:

1. the standards and acceptable use of Internet services as set forth in the MPS Internet Safety and Acceptable Use Policy;
2. staff and student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyber-bullying awareness and response; and
3. compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, participating staff will acknowledge that he/she has received the training, has understood it, and will follow Staff Internet Safety Acceptable Use Policy (AUP).

(d) CIPA definition of terms:

1. **Minor.** The term *minor* means any individual who has not attained the age of 17 years.
1. **Technology-Protection Measure.** The term *technology-protection measure* means a specific technology that blocks or filters Internet access in visual depictions that are:
  - a. *obscene*, as that term is defined in section 1460 of Title 18, United States Code;
  - b. *child pornography*, as that term is defined in section 2256, of Title 18, United States Code; or
  - c. harmful to minors.

2. **Harmful to Minors.** The term *harmful to minors* means any picture, image, graphic image file, or other visual depiction that:
  1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **(4) System Security and Resource Limits**

##### **(a) System Security**

1. Attempts to login to the system as any other user, to share a password, or to allow a security breach may result in cancellation of user privileges.
2. Staff will immediately notify a system administrator if he/she has identified a possible security problem. Staff, however, shall not look for security problems, because this may be construed as an unlawful attempt to gain access. Staff shall not demonstrate any such problem to other users. Messages relating to, or in support of, illegal activities may be reported to the authorities.
3. Staff will avoid the inadvertent spread of computer viruses by following the district's virus-protection procedures.

##### **(b) Resource Limits**

Staff will not download files unless absolutely necessary for educational or administrative purposes. If deemed necessary, staff shall immediately remove the file from the computer/network after there is no longer a need access to it.

#### **(5) Email Accounts**

- (a) Email accounts are to be used only by their owners.
- (b) Electronic mail is not guaranteed to be private: system operators have access to all mail.
- (c) All staff email is archived for a period of seven years, in accordance with the Open

Records Act.

#### **(6) Privacy**

##### **(a) Privacy**

1. Staff should expect only limited privacy in the contents of their personal files on the network system and records of their online activity. This district's monitoring of Internet usage can reveal all activities in which staff engage in using the network system.
2. Routine maintenance and monitoring of the network system may lead to discovery that staff has violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that staff has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
3. Confidential files are to be accessed only by appropriate personnel.

##### **(b) Due Process**

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the network system.
2. In the event there is a claim that a member of the staff has violated this policy in his/her use of the network system, he/she will be provided with notice and opportunity to be heard in the manner set forth in administrative policy.

**(7) Limitation of Liability**

The district will not guarantee that the functions or services provided through the network system will be without error. The district will not be responsible for any damage which staff may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district will not be responsible for the accuracy or quality of the information obtained through the network system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

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## Administrative Policy 6.36

### STUDENT NON-FRATERNIZATION POLICY

<i>History</i>	<i>Adopted 06/30/2011</i>
<i>Previous Coding</i>	
<i>Legal Ref.</i>	
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	

#### **(1) Definitions**

(a) Staff. *Staff* is defined as the following:

1. any individual employed by the Milwaukee Public Schools, including any student teachers, practicum students, fieldwork students, and MPS volunteers;
2. employees of contractors or agencies and independent contractors;
3. volunteers of non-MPS organizations.

(b) Student. *Student* is defined as any individual enrolled in the Milwaukee Public Schools district.

#### **(2) General**

The relationship of staff to students must be one of professional cooperation and respect. Staff must set appropriate boundaries with students and conduct themselves in a manner that will maintain professional relationships with students at all times.

#### **(3) Prohibited Conduct**

Staff are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed.

- (a) engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission;
- (b) fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could reasonably cause a student to view the staff person as more than a teacher, administrator, or advisor;
- (c) initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs. Electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone;
- (d) socializing with students outside of class time for reasons unrelated to any appropriate purpose;
- (e) providing alcohol (regardless of age) or drugs — either prescription or illegal (except for those provided in accordance with district policy on medication administration) — to students.

**(4) Reporting Procedures**

(a) **Duty to Report.** Any person with knowledge or suspicion of an improper relationship between staff and a student must immediately report the conduct to school administration, the Department of Student Services, or the Office of Human Resources. Nothing in this paragraph is intended to relieve mandated reporters of their obligations under state and local statutes.

b) **Protection from Retaliation.** Staff who makes a good-faith report of a suspected fraternization violation, or who cooperates in inquiries or investigations related to the investigation of such a report, shall be protected from retaliation in accordance with Administrative Policy 6.35, Whistleblower Protections.

**(5) Sanctions**

(a) **Discipline.** The district will take appropriate disciplinary action, up to and including dismissal, against any staff found to have violated this non-fraternization policy.

(b) **Report Procedures.** Reports of suspected fraternization violations by represented staff shall follow the procedures set forth in accordance with the appropriate disciplinary policies in their collective bargaining agreements. Reports of suspected violations by staff who are not part of a bargaining unit shall follow the appropriate administrative policy.

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## **Administrative Policy 8.29**

### **CORPORAL PUNISHMENT**

<i>History</i>	<i>Adopted 6-30-75; reaffirmed 3-29-95; Revised 4-10-07; Revisions repealed 5-1-07</i>
<i>Previous Coding</i>	<i>Admin. Policy JGA, prior to May 1995; Admin. Policy 10.29, May 1995-August 1996</i>
<i>Legal Ref.</i>	<i>W.S. 118.31</i>
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	

(1) Physical force may be used by school personnel to prevent a threatened breach of discipline or to stop a continuing breach of discipline; however, such force should be used only when other means for preventing a breach of discipline or stopping its continuance have become ineffective.

(2) Physical force may not be used by school personnel as punishment against students for any breach of discipline. School personnel must not use or rely on parental consent to support the use of corporal punishment.

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## MANDATORY TRAINING AND CERTIFICATE COMPLETION FOR ALL SCHOOL EMPLOYEES

All Part-Time Recreation staff must view the [Mandatory Reporting of Child Abuse and Neglect - Training for All School Employees](#) webcast and submit the certificate of completion within two (2) weeks of hire.

This webcast is available to be viewed at any time and is 16 minutes in length. It is preferable that staff view the video via Employee Self Service on the MPS Portal and use their MPS staff login to access the webcast so the district can track participation. For those individuals without access to the MPS Employee Self Service, the video can be viewed via the Department of Public Instruction website at: <http://dpimedia.wi.gov/main/Viewer/?peid=00e58a905fdc4eb09a1dccb7c7c7176>

To fulfill this training requirement, the Recreation Department offers two choices; each facilitated by the full-time supervising staff at his/her community center:

1. Staff can elect to complete the viewing on their own time. At the end of the webcast, participants will be able to print out/email a dated completion certificate (<http://www.dpi.wi.gov/sspw/can.html>) to document their viewing of the training. The employee must type his/her name in the available space on the certificate (see Appendix K: Forms for a sample) and submit the completed certificate to his/her Recreation Supervisor for submission into the employee's personnel file. **Deadline: within two (2) weeks of hire**
2. Staff can elect to use a computer located at one of the community centers during their work time, or a structured time provided by the full-time supervising staff member (before/after shift begins, during a slow shift time, etc.). After viewing the video, the staff member should print the completion certificate as indicated in #1 above (or email to supervisor if no printer is available). **Deadline: within two (2) weeks of hire**

**Note: Failure to fulfill this requirement within the stated timeframe may result in termination.**

## Our Values

We **CARE** about our customers, about the services we provide, and about each other by...

...ensuring that the Milwaukee community has **ACCESS** to the recreation opportunities and community services we provide.

...encouraging **ACCOUNTABILITY** through open communication, inclusive participation, and transparent management practices.

...making every effort to provide **AFFORDABLE** services that are a great value for the money. We do this while maintaining our commitment to be a financially responsible organization.

...committing ourselves to providing **MEMORABLE EXPERIENCES** that leave our customers wanting more. We create special, distinctive recreation experiences that become destinations of choice in our community.

...employing **PROFESSIONAL STAFF** who use best practices and stay on top of trends and issues that affect efforts to deliver the best services possible to the Milwaukee community.

...meeting and exceeding customer expectations through **QUALITY SERVICE DELIVERY**. We pride ourselves on being responsive, courteous, and respectful of customer interests, needs, and desires.

...building a **SENSE OF COMMUNITY**. We lead efforts to enhance the social fabric of the Milwaukee community by providing services that encourage personal connections and relationships.

...developing and maintaining **COLLABORATIONS and PARTNERSHIPS** with public, non-profit, and private organizations that can help us leverage scarce community resources.