

MILWAUKEE RECREATION

# Part-time Employee Manual



A department of MPS

# Part-time Employee Manual

<b>Applies To</b>	Part-Time Employee
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# Section I

## Welcome



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## Welcome to the team

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Dear Recreation Employee:

It is my pleasure to welcome you to the Milwaukee Recreation 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.*

Our mission, along with our core values, guides the work we do:

- Ensuring equity
- Taking accountability
- Creating memorable experiences
- Developing our staff
- Exceeding customer expectations
- Creating a sense of community
- Fostering partnerships.



By working together and upholding our values, we can achieve our vision *to be the leading provider of quality and affordable recreation for the Milwaukee community!*

This truly can be one of the most rewarding jobs you will hold. I know this firsthand as I started working for Milwaukee Recreation in 1988 as a part-time recreation leader. Fast forward 30+ years and I now have the privilege of serving as the director of the department. We have a rich and proud history of providing a wide variety of quality and affordable activities for individuals of all ages. As such, we are counting on you to carry this tradition forward and to give your best effort each day you are at work. Familiarizing yourself with the policies in this handbook is a good starting point and will ensure your success from the start.

I wish you all the best in your role and sincerely appreciate the work you will do to ensure that all individuals in our community have the opportunity to experience the benefits of recreation!

Sincerely,

A handwritten signature in blue ink, reading 'Lynn A. Greb'.

**Lynn A. Greb**  
Recreation Director

# OUR VISION, MISSION + VALUES



## Mission

Milwaukee Recreation's mission is to enrich and strengthen 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.

## Values

The following are the core values that drive the work and interactions with the team and customers:



### Equity

Ensuring access to recreation services for all.



### Accountability

Taking individual and collective responsibility.



### Memorable Experiences

Creating special, distinctive recreation experiences.



### Professional Staff

Employing staff who possess the core competencies of the department.



### Quality Service Delivery

Exceeding customer expectations through responsive and respectful service delivery.



### Sense of Community

Providing services that encourage personal connections and relationships.



### Collaborations + Partnerships

Fostering and maintaining partnerships with individuals and organizations that benefit the community.

# Honoring our History: “City of the Lighted Schoolhouse”

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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 provided local public-school systems with the opportunity to organize community 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.



# Section II

## General Employee Guidelines





## Disclaimer

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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 any time.

*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.*



## Customer Service Standards

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Milwaukee Recreation 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 Division 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 (restating 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 Recreation Supervisor or designee. Handwritten signs are unacceptable unless an emergency prohibits the printing of the sign.
- Staff will work with district personnel to maintain clean facilities.



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## General Employment Guidelines

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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.**

### 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.*

# Attendance

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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 Assignment period**

- 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 consecutive 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 7 or more consecutive contact hours with participants will receive an unpaid 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!***

## Online Child Abuse Training (Appendix B and K)

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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 in the employee's personnel file.

**See page 42 for Child Abuse Reporting and Mandatory Training information, and Appendix K for a SAMPLE Certificate of Completion and the Child Abuse Reporting form.**

## Brand Apparel

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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.

All part time employees will be issued an ID badge by MPS Safety. Staff are required to wear and visibly display their ID badge while on shift. Badges must be worn in a manner that allows school administration and participants to easily identify the employee as a Recreation staff member.

Tattoos that display images which may adversely affect the work environment must be covered while on duty. No hats are permitted.

## Electronic Device Usage

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

## Employee's Children at Work

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



# Section III

## Emergency Procedures



## Emergency Procedures (Appendix C)

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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.

Milwaukee 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)

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Injured employees should notify their supervisor of the injury immediately. If the injury is an emergency, call 911 or seek immediate medical attention.

If the employee has sustained a work-related injury that is not life, limb or eyesight threatening, call Priority Care 365 at 844-645-7700. Follow prompt # 1 to speak with a nurse or prompt # 2 to report a claim.

The injured employee or (if the injured employee is not available) the employee's supervisor or manager must call Priority Care 365 to report the injury. Priority Care 365 is a nurse triage service provided by Gallagher Bassett. Use of this service will greatly streamline the injury reporting process.

**See Appendix D for Employee Accident Reporting procedures**



## First Aid & Bloodborne Pathogens (Appendix E)

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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)

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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.**

## Patron Accident Reporting (Appendix K)

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If a patron is injured while participating in Milwaukee Recreation 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.**



## Section IV

### Evaluation, Payroll + Refund Policy

## Part-time Evaluation + Re-employment (Appendix K)

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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.** Employees wishing to return must reapply and interview for a position.

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

## Payroll (Appendix A + H)

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Payroll is generated on a bi-weekly basis. An accurate and complete Time Clock Plus entry or Timesheet is required in order to be compensated for time worked. Falsification of recorded time worked may be grounds for dismissal. 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.

### Timesheets:

1. Timesheets must be accurate and complete.
  - a. Hours should be totaled using fractions (indicating  $\frac{1}{4}$  hour or  $\frac{1}{2}$  hour increments).
  - b. Timesheets should be collected from part-time employees by the Monday following the close of the pay period.
  - c. Timesheets must be signed by the supervisor before being submitted to the designated payroll secretary. Timesheets are due the Tuesday after the pay period has closed.

### Time Clock Plus Entry

1. Time clock entry must be accurate and complete.

- a. Punching “In” and “Out” is mandatory
- b. The proper budget code must be used when punching in for a specific assignment

### **Mandatory Direct Deposit of Paychecks**

Please be aware that direct deposit of paychecks is mandatory for all active Milwaukee Public Schools (MPS) employees. If you do not submit a completed direct deposit form, MPS will deposit your wages to a Rapid PayCard. To set up your direct deposit banking authorization to have your wages deposited directly to a bank account of your choice, you are required to complete, sign and submit an authorization form to the Payroll Dept.

**If you currently have a direct deposit authorization setup, no action is required.**

If you are identified to receive the Rapid PayCard, you will receive a card and a mailed communication from Rapid PayCard explaining how the card works and how to activate it. Please take the time to read the Rapid PayCard material. This material will explain how you can use the card to access your money at no cost to you. <https://rapidpaycard.com/>

**To learn more about this requirement, please refer to pages 23 - 24 of the MPS Employee Handbook dated July 1, 2017.**

If you have further questions regarding this matter, please contact the **MPS Payroll Department at (414) 475-8300**.

### **Paycheck Viewing:**

1. Visit [www.milwaukee.k12.wi.us](http://www.milwaukee.k12.wi.us) and click ‘Self Service’ under the ‘Staff’ tab.
2. Enter username and password. (If you do not have a username and password, you must contact Tech Support at 438-3400 to obtain that information)
3. Under the main menu box, click ‘MPS Employee Self Service’.
4. Click ‘Payroll and Compensation’.
5. Click ‘View Paycheck’ and then select which pay date you would like to view.

**See page 35 for the Acceptable Use Policy, Appendix H for a SAMPLE Timesheet and Appendix K for SAMPLE of the Direct Deposit form.**

## **Smoking, Drugs, Alcohol and Weapons**

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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 26-34 for Administrative Policies regarding MPS Code of Ethics and Smoking on School grounds.

## Public Relations

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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)

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Classes cancelled by Milwaukee Recreation:

Full refunds are granted for a class/activity cancelled by Milwaukee 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.



# Section V

## Milwaukee Recreation Contact List

# Milwaukee Recreation Team

DEPARTMENT SENIOR DIRECTOR	Cellular	Office
<b>Lynn A. Greb</b>	378-9444	475-8191
MANAGER OF OPERATIONS	Cellular	Office
<b>Brian D. Litzsey</b>	477-0134	475-8941
COORDINATORS	Cellular	Office
<b>Troy Clarke</b> (City-wide Programs)	949-5175	647-6060
<b>Leighton Cooper</b> (Before & After School Programs)	262-960-0145	475-8844
<b>Bobbie Kelsey</b> (Interscholastic Athletics / Academics, Permits)	333-6125	475-8219
<b>Andrew Rossa</b> (C.A.R.E.S., Marketing, PACC)	550-3884	475-8942
MANAGERS	Cellular	Office
<b>Don Bennett</b> (Community Learning Centers Programs)	334-9687	475-8474
<b>Vacant</b> (Facilities)	333-6117	345-6608
<b>Bob Gavronski</b> (Community Centers)	333-6137	475-8935
<b>Matt Goodwin</b> (Interscholastic Athletics & Academics)	559-4726	475-8194
<b>Skyler Harmon</b> (Community Centers, Playgrounds)	715-579-1814	475-8814
<b>April Heding</b> (After Schol Arts and Humanities)	651-0765	475-8508
<b>Brian Hoffer</b> (Marketing)	731-9131	475-8938
<b>Nicole Jacobson</b> (Aquatics & Driver Education)	333-4205	647-3838
<b>Nicole Johnson</b> (Child Care Camp Programs)	333-1914	475-8197
<b>Pam Linn</b> (Facility Projects)	262-751-8960	283-4777
<b>Lauren Lopez</b> (C.A.R.E.S. Twilight)	367-7588	475-8937
<b>Katie Seitz</b> (Adult Sports / Adaptive Athletics)	699-1044	647-3821
<b>Stacy Witters</b> (City-wide Programs)	698-9487	647-6056

SUPERVISORS	Cellular	Office	SUPERVISORS	Cellular	Office
Shannon Arms	408-896-237 1	283-4780	Julie McLaren	301-602-665 6	475-8934
Jason Blocker	954-559-633 6	475-8040	Lisa Mitchell	750-9603	475-8788
Elizabeth Breitenfeldt	315-4805	773-9948	Willie Mitchell	333-6106	647-6057
Ryan Broderick	315-4806	475-8415	Laura Mooney	333-6153	647-6055
La-Wanda Cameron	333-6131	475-8323	Robert Perry	531-1343	475-8483
Luke Chojnacki	299-9993	647-6076	Alex Poole	699-1426	475-8105
Christine Cowan	640-0619	647-3824	Helen Reid Hamilton	333-6130	475-8569
Cynthia Cruz		475-8637	Sophia Saito		475-8353
Jodie Donabar	640-0618	647-6044	Thomas Scholle-Malone	405-6331	475-8906
Derek Donlevy	313-5809	475-8596	Joe Schueller		475-8829
Brian Foley	301-789-484 7	475-8478	Denzel Shareef	793-1876	647-6075
Megan Frey	531-4229	647-3858	Dan Shinkle	216-338-137 6	283-4776
Anthony Hagge	881-9182	475-8465	Nicole Sponholtz	416-8550	647-6043
Randy Hall		475-8745	Brandon Sweet	333-6127	647-6070
April Heding	651-0765	475-8508	Joel Symons	610-5635	475-8538
Beth-marie Kurtz	550-0436	475-8869	Tony Totoraitis	666-2311	475-8146
Nicolette Lara	617-0198	475-8681	Denna Triggs		475-8943
Lyndsay Linsmeier	550-3861	647-3860	Erica Wasserman	262-617-874 6	475-8775
Claire McHugh	847-732-107 4	475-8634	Austin Weber	920-903-702 8	475-8180





# Section VI

## Appendix Section

# APPENDIX A:

## Administrative Policy 1.04

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### ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS ADMINISTRATIVE POLICY 1.04 NON DISCRIMINATION

(1) No person may be denied admission to or participation in the benefits of any public school in the Milwaukee Public Schools, or be discriminated against in any curricular, extracurricular, student service, recreational, or other program or activity, because of the person's sex, gender, gender identity, gender expression, gender nonconformity, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other characteristic protected by applicable law, including without limitation by enumeration: section 118.13, Wis. Stats.; Title IX of the Education Amendments of 1972 (sex); Title VI of the Civil Rights Act of 1964 (race, color, and national origin); and section 504 of the Rehabilitation Act of 1973 (disability). The district may operate single-gender schools and/or provide single-gender classes, in accordance with sections 118.13(1) and 120.13(37m), Wis. Stats.

(2) Milwaukee Public Schools is committed to equal employment opportunity and nondiscrimination, as required by the law for all individuals in the MPS workplace regardless of race, color, ancestry, religion, gender, gender identity, gender expression, gender nonconformity, sex, national origin, disability, age, creed, sexual orientation, marital status, veteran status, or any other legally protected characteristic or legally protected activity, such as participation in the complaint process. MPS will not tolerate illegal treatment based on a protected characteristic or activity.

(3) Discrimination complaints in educational or employment policies and practices shall be dealt with in an expeditious and forthright manner. The superintendent shall establish procedures to process alleged discrimination complaints to implement administrative policy.

History: Adopted 03-02-76; Revised 1984, 04-20-95, 11-28-05, 08-28-08, 09-18-14, 08-25-16  
Previous Coding: Admin. Policy AC, prior to May 1995  
Legal Ref.: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII; Executive Order 11246, 1965, as amended by Executive Order 11375; Equal Employment Opportunity Act of 1972, Title VII; Education Amendments of 1972, Title IX (P.L. 92- 318); 45 CFR, Parts 81, 86 (Federal Register June 5, 1975, August 11, 1975); Laws of Wisconsin Relating to Public Schools, 118.195, 118.2  
Cross Ref.: Admin. Proc. 1.04 Nondiscrimination  
Admin. Policy 6.02 Equal Employment Opportunity  
8.01 Student Nondiscrimination  
Admin. Proc. 6.02 Equal Employment Opportunity Complaint Procedure

# Administrative Policy 6.04

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## ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS **ADMINISTRATIVE POLICY 6.04** EMPLOYEE CODE OF ETHICS

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 employees 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's 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's 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) Vendors' 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 division/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.

History: Adopted 12-18-91; updated 1994; reaffirmed 4-20-95; revised 1-29-97, 5-26-99

Previous Coding: Admin. Policy BBF, prior to May 1995; Admin. Policy 2.04, May 1995-August 1996

Cross Ref.: 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

# Administrative Policy 6.05

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**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS  
ADMINISTRATIVE POLICY 6.05  
CODE OF ETHICS**

**(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.

**History:** Adopted 12-17-90; reaffirmed 3-29-95

**Previous Coding:** Admin. Policy GBC, prior to May 1995; Admin. Policy 7.05, May 1995-August 1996

**Cross Ref.:** Board Rule 1.19 Conflicts of Interest

**Admin. Policy 6.04 Employees:** Code of Ethics

**Admin. Proc. 6.05 Code of Ethics:** Employee Notification



# Administrative Policy 6.06

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## ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS ADMINISTRATIVE POLICY 6.06 GIFTS AND SOLICITATIONS: STAFF

### (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.

History: Codified 1976; revised 3-29-95

Previous Coding: Admin. Policy GBI, prior to May 1995;

Admin. Policy 7.10, May 1995-August 1996

Cross Ref.: Admin. Policy 8.40 Student Gifts and Solicitations

9.07 Public Solicitations in the Schools

# Administrative Policy 6.07

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## ADMINISTRATIVE POLICIES OF THE

## MILWAUKEE PUBLIC SCHOOLS

### ADMINISTRATIVE POLICY 6.07

#### EMPLOYEE RULES OF CONDUCT

##### (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.

##### (2) PROHIBITED CONDUCT

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) 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 11.12.2014 Page 1 of 2
- Page 2 of 2 Administrative Policy 6.07
- (q) Failure or refusal to comply with school/departmental work rules, policies, or procedures.

History: Adopted 10-30-96; revised 09-29-99

# Administrative Policy 6.11

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## ADMINISTRATIVE POLICIES OF THE

## MILWAUKEE PUBLIC SCHOOLS

### ADMINISTRATIVE POLICY 6.11

#### TOBACCO PRODUCTS USE ON BOARD PROPERTY

The use of tobacco products and electronic nicotine-delivery devices, regardless of whether such devices actually contain nicotine, 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 the manual for parents and students.

(2) Citizens. Citizens who are observed smoking, using tobacco products, or using electronic nicotine-delivery devices 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 or electronic nicotine-delivery devices shall be subject to disciplinary action in accordance with the Employee Handbook.

History: Adopted 8-20-90; revised 3-29-95, 9-18-2014

Previous Coding: Admin. Policy GBK, prior to May 1995; Admin. Policy 7.11, May 1995-August 1996

Legal Ref.: Wisconsin Act 209, 1989

Handbook: Employee Handbook, 7-1-13

# Administrative Policy 6.34

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## ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

### Administrative Policies 6.34 Staff Acceptable Use Policy (AUP)

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 to access 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.



# Administrative Policy 6.36

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## ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS ADMINISTRATIVE POLICY 6.36 STUDENT NON-FRATERNIZATION POLICY

### **(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 make 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.

# Administrative Policy 8.29

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## ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS ADMINISTRATIVE POLICY 8.29 CORPORAL PUNISHMENT

(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.

History: Adopted 6-30-75; reaffirmed 3-29-95; Revised 4-10-07;

Revisions repealed 5-1-07

Previous Coding: Admin. Policy JGA, prior to May 1995;

Admin. Policy 10.29, May 1995-August 1996

Legal Ref.: W.S. 118.31

# APPENDIX B:

## Child Abuse Reporting

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### Guidelines for Reporting Abuse or Neglect of Children

The Milwaukee Public School District 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, school personnel 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 (BMCW).

#### DEFINITIONS OF "ABUSE" AND "NEGLECT"

Under Wisconsin's child abuse reporting law, "abuse" means any of the following:

- Physical injury inflicted on a child by other than accidental means.
- When used in referring to an unborn child, serious physical harm inflicted on the unborn child, and the risk of serious physical harm to the child when born, caused by the habitual lack of self-control of the expectant mother of the unborn child in the use of alcohol beverages, controlled substances, or controlled substance analogs, exhibited to a severe degree.
- Sexual intercourse or sexual contact in violation of specified criminal statutes.
- Sexual exploitation of a child.
- Permitting, allowing, or encouraging a child to engage in prostitution.
- Causing a child to view or listen to sexual activity in violation of state law.
- Exposing genitals or pubic area to a child or causing a child to expose genitals or pubic area in violation of state law.
- Manufacturing methamphetamine in violation of state law, under any of the following circumstances:
  - With a child physically present during the manufacture.
  - In a child's home, on the premises of a child's home, or in a motor vehicle located on the premises of a child's home.
  - Under any other circumstances in which a reasonable person should have known that the manufacture would be seen, smelled, or heard by a child.
- Emotional damage for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.

[s. 48.02 (1), Stats.]

"Neglect" means the "failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child." [s. 48.02 (12g), Stats.]

Physical and sexual abuse may be caused by any person, regardless of the person's relationship to the injured child. In contrast, both neglect and emotional damage are actions that are specific to certain caregivers, as specified by the child abuse reporting law.

## Mandated Reporters

Wisconsin State Law under the Children's Code mandates the reporting of both **CHILD ABUSE** and **NEGLECT** and reads, in part, as follows:

**ALL EMPLOYEES of public school districts are required to report suspected child abuse or neglect.** Specifically, state law requires individuals in the following occupations to report suspected child abuse or neglect of a child seen in the course of professional duties:

- School teacher; school administrator; school counselor; school employee (not otherwise specified in statute); speech-language pathologist; nurse; physical therapist; physical therapy assistant; occupational therapist; medical or mental health professional (not otherwise specified in statute); social worker; professional counselor; physician; coroner; medical examiner; dentist; chiropractor; optometrist; acupuncturist; marriage and family therapist; public assistance worker, including a financial and employment planner, as defined in Wis. Stat. sec. 49.141(1)(d); mediator under Wis. Stat. sec. 767.405; child-care worker in a day care center, group home, as described in Wis. Stat. sec. 48.625(1m), or residential care center for children and youth; day care provider; alcohol or other drug abuse counselor; member of the treatment staff employed by or working under contract with a county department under Wis. Stat. sec. 46.23, 51.42, or 51.437 or a residential care center for children and youth; dietitian; audiologist; emergency medical technician; first responder; a police or law enforcement officer; a court-appointed special advocate; and, in some circumstances, a member of the clergy, Wis. Stat. sec. 48.981(2).

School districts, through their local policies, may choose to extend the expectation to report suspected abuse to contracted school staff (e.g., bus drivers). The law also provides immunity from any liability, civil or criminal, that results by reason of the action for any person or institution participating in good faith in making a report of a suspected abused or neglected child. In addition, any reports and records made and maintained by government agencies and other persons, officials or institutions must be kept **confidential**. The person or agency maintaining the written reports may not disclose any information that would identify the reporter or the subject of the report.

**\*\*Further details/information can be found at <http://www.dpi.wi.gov/sspw/pdf/sswchildabuse.pdf>**

If the school leader or other school staff members are contacted by the media or other unauthorized persons regarding a case of child maltreatment, they should explain that state law prohibits the release of information regarding the alleged abuse or neglect of children.

## Reporting Procedures

1. Any MPS employee who has reasonable cause to suspect that a child they have seen as part of their work has been abused/neglected or has been threatened with abuse or neglect and they believe it will occur, **shall**:
  - a. Make an immediate report to the Bureau of Milwaukee Child Welfare (BMCW):  
220-SAFE; 220-7233  
Spanish speaking interpreters are available by calling: 647-9990  
AND/OR
  - b. Make an immediate report to the Milwaukee Police Department: 935-7402  
(MPD/Sensitive Crimes): **(emergency) 911**

*2. If it is suspected that a child is in imminent danger (i.e., left alone or unsupervised, in need of immediate medical assistance, in an actively violent situation or at immediate risk of further harm) the reporting person should call 911 to facilitate the quickest and most appropriate response. Do not allow the child to leave the school. The child should remain at school under the school leader's supervision.*

*3. It is not necessary to confer with or seek the permission of the school leader or other supervisory staff before making the report, but after the initial report is made to the BMCW or MPD, the school leader is to be informed as soon as possible.*

*4. The initial reporting staff person shall complete the reporting form (School Report – Suspected Abuse/Neglect). Once the school leader knows of the suspected child abuse or neglect, he/she also becomes a mandated reporter. Both the initial reporter and the school leader may be subject to legal penalties for not reporting.*

*5. This form should be distributed as indicated. It is important that the facts of the incident be kept confidential and are not reported to any unauthorized external source (e.g., the media).*

### **Follow-up Procedures for Cases of Abuse and Neglect**

1. The school social worker shall maintain all information regarding the case until the matter is concluded and shall coordinate follow-up services within the school system. The school social worker shall keep the initial mandated reporter and the school leader informed of the results of the Bureau of Milwaukee Child Welfare /Law Enforcement investigation and shall monitor the child's progress in school.
2. In the case of abuse or neglect and a child has been taken from school by the Bureau of Milwaukee Child Welfare or Law Enforcement, the school leader shall obtain the name of the person taking the child and copy the identification badge. The administrator is not to notify the parent of the removal. If the administrator is contacted by the parent/legal guardian, the parent or legal guardian should be advised to contact the appropriate agency for further information, either BMCW or MPD, but shall **NOT** give that information to the parent or legal guardian of the child. That information is confidential and shall only be released by the BMCW or MPD.
3. In the case of peer sexual contact, the school leader/designee shall NOT *inform* the parent or legal guardian as to the *identity of the juvenile participant(s) in the incident*. That information is confidential and shall be released only to the BMCW or the MPD. Suspension and referral to the Department of Family Services are required disciplinary actions in a peer sexual contact case. The suspension should state, "inappropriate sexual contact behavior."
4. School psychological services and school social work services are available for students and parent/guardians, as deemed appropriate.

# Mandatory Reporting of Child Abuse and Neglect – Training for All School Employees

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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:

[https://media.dpi.wi.gov/sspw/av/child-maltreatment-part-1/story\\_html5.html](https://media.dpi.wi.gov/sspw/av/child-maltreatment-part-1/story_html5.html)

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 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.**

# APPENDIX C:

## Emergency Plans

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### Medical Emergencies

1. **Call 911.** If you are alone, call 911 (outside) or 9-911 (inside) first and then return to the victim. Stay on the line until the 911 operator gives you permission to hang up the phone. Tell the operator exactly which entrance to use to your facility/site and exactly where you are located in the facility/site.
2. Lend any assistance to the victim, that you are able and qualified to do. Do not move the victim if there is a chance of back or neck injury.
3. Make sure that someone is at the entrance to meet the emergency vehicle and escort the rescue personnel to the victim.
4. Provide as much information to the rescue personnel that you can regarding the onset of the illness or injury.
5. If the medical emergency is caused by accidental injury, interview witnesses and get as much information as possible.
6. Contact the parents/guardians immediately.
7. Complete the accident report form and forward it to your immediate supervisor.
8. Contact your immediate supervisor and file an incident report form.

### Fire

1. **Call Milwaukee Fire Dept.** (all fires must be reported).
2. If Fire is small in nature, extinguish it with a fire extinguisher.
3. If fire is large in nature or uncontrollable, pull the fire alarm, call 911 (outside) or 9-911 (inside) and immediately evacuate the building of all students and staff according to your pre-determined crisis plan. Close all doors and windows behind you, but do not lock them.
4. Do not touch anything on your way out.
5. Do not use the elevators.
6. If you smell something burning, immediately notify the site directors who will notify on-site engineering personnel to investigate.
7. Contact your immediate supervisor and file an incident report form.

### Severe Weather (see page XX for Extreme Heat Guidelines)

1. If the tornado sirens are sounded, **immediately proceed to the designated shelter area in your building.**
2. If inside, stay away from glass windows and doors and the perimeter of the building. Sit as near to the wall as you can get.
3. If you are inside, do not use the phones during an electrical storm.
4. Indoor pools do not have to be evacuated due to a lightning concern outdoors! All MPS indoor pools have bonding of any exposed metal in or around the pool in compliance with the requirements of the pool at the time of construction. All electrical and mechanical equipment serving the pool is ground and bonded as well.



5. If the building is moving, assume the duck and cover position with your head between your knees and your hands locked over your head.
6. If severe weather occurs while you are outside with students, immediately seek shelter in a building. If none is available, keep students away from trees if you are in an electrical storm. If a tornado is threatening, go to the lowest area of land and lie down.
7. Keep students as calm as possible and speak in reassuring tones.
8. Contact your immediate supervisor and file an incident report form.

### Shots Fired Inside

1. **Tell students to get on the floor or behind furniture and activate a crisis procedure plan.**
2. If you are in a confined area, lock the door.
3. Remain calm and as observant as possible – be ready to describe the shooter and the weapon to police when they arrive.
4. Call 9-911 (inside) or 911 (outside) – Be ready to describe the situation and request medical aid if necessary.
5. **Do not confront the shooter** – in most cases, the shooter will leave after the initial assault.
6. After shots are no longer being fired, check students for injuries.
7. Keep students calm and wait for assistance to arrive.
8. If a shooter has left the building, do not permit anyone to enter until assistance arrives.
9. Contact your immediate supervisor.
10. Contact parents/guardians immediately.
11. File an incident report form

### Shots Fired Outside

1. **Tell students to immediately lie on the ground and remain there until the shooting stops.**
2. As soon as possible, remove the students to a safe area, preferably into a building.
3. Remain calm and as observant as possible-be ready to describe the shooter, the weapon, a vehicle tag number, etc. to police when they arrive.
4. Call 911 (outside) or 9-911 (inside) – Be ready to describe the situation and request medical aid if necessary.
5. **DO NOT CONFRONT THE SHOOTER** - in most cases, the shooter will leave after the initial assault.
6. After shots are no longer being fired, check students for injuries.
7. Contact your immediate supervisor and file an incident report form.
8. Contact parents/guardians.

### Suspected Weapon on the Premises

1. **Call 911** (outside) or 9-911 (inside).
2. **Do not confront the individual.**
3. Try to keep patrons away from the area until police arrive. If this is not possible, observe the suspect from a reasonable distance until police do arrive. Activate lock down procedures if necessary.
4. If the suspect leaves the premises, try to watch and determine the direction. Be ready to give the police as complete a description as possible including vehicle tag number.
5. Contact your immediate supervisor and file an incident report form.

### Observed Weapon on the Premises

1. Seek assistance from another staff member or supervising adult in reporting the incident.
2. Discreetly call 911 (outside) or 9-911 (inside) if the suspect is not present.
3. Provide a physical and clothing description and the last known direction of travel of the individual.
4. **IN ALL CASES – USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT.**

### Suspicious Behavior

1. Approach the individual and ask if you can help.
2. If the individual does not appear to have legitimate business on the premises, ask the person to leave.
3. If the individual does not leave and/or the suspicious behavior continues, call 911(outside) or 9-911 (inside).
4. Continue to observe the individual until police arrive.
5. Be ready to give the police as complete a description of the behavior as possible.
6. Do not become involved in a confrontation with the individual.
7. If the behavior seems potentially threatening to your students, remove them to a safer area.
8. Contact your immediate supervisor and file an incident report form.

### Child Abuse

1. **Immediately record the suspected child abuse/neglect in daily log.**
2. All staff are mandatory reporters and must report the suspected child abuse/neglect to the Program Director / Supervisor on the day that it is observed and recorded.
3. Program Director must contact the Bureau of Milwaukee Child Welfare at 220-SAFE (7233) (FAX# 220-7247) for parents/guardians, when appropriate, about observed abuse or neglect within 24 hours of the observation.
4. Staff must record all observations, phone calls and contacts made.
5. If immediate help is required, call Milwaukee Police Dept. or 911.
6. Contact your immediate supervisor and file an incident report form.

*(Remember-all information about children and families is **confidential**.)*

### Definitions of Child Abuse

1. **Physical Abuse** – any injuries from shaking, beating, striking, burning.
2. **Physical neglect** – failure to provide basic necessities such as food, clothing, shelter, medical attention or proper supervision.

### Personnel Harassment

1. **Remain calm.**
2. Do not respond to the person in a confrontational manner.
3. Involve your direct supervisor.
4. Ask and allow the person to explain the situation.
5. Listen and show concern.
6. If the situation remains confrontational, ask the person to leave.
7. If you feel that you are in danger, call 911 (outside) or 9-911 (inside).

8. Contact your immediate supervisor and file an incident report.

### Power Outage

1. **Remain calm.**
2. If participants are in danger, stop activity and move them to a safe place.
3. Notify the on-site engineering staff who will contact F&M supervisor.
4. Contact your immediate supervisor and file an incident report form.

### Missing Child

1. **Remain calm.**
2. Inform all staff that the child is missing and direct staff and participants to meet in an assigned area or room. (Predetermined procedures should be in place for the remainder of the program hours.)
3. Previously designated staff should stay with participants while the remainder search the building. Check all inside spaces of the building and conduct a thorough search of the grounds.
4. Notify your supervisor immediately.
5. Notify the police at 911 (outside) or 9-911 (inside).
6. Notify the parent/guardian. Ask questions of the parent such as:
  - § Does s/he know how to ride the bus?
  - § Does s/he have any money?
  - § Are there any places in the area that the child is familiar with such as a playground or picnic area?
  - § Are there any relatives or friends in the area where the child would be likely to go?
7. Gather all vitals – picture or description, registration/application and clothes the child was wearing. The police will need this information to assist in finding the child as quickly as possible.
8. If you or your staff assists in the search, ask neighbors for help. Many people are able and willing to do whatever it takes to help find a missing child.
9. File an incident report with your supervisor.

### Student Abduction

1. **Remain calm.**
2. Report child abduction, or attempted abduction to the office immediately.
3. Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
4. Treat custody dispute problems as a possible child abduction.
5. Conduct a roll call of all students in your classroom. Immediately notify the **school administrator in charge of any missing students.**

### Controlled Substances

1. Be ready to provide as complete a description of the suspect as possible.
2. Call 911 (outside) or 9-911 (inside). Give the 911 operator as complete a description of the suspect, the behavior, the type of controlled substance, if known, and a vehicle tag number.
3. **Do not approach the suspect.**

4. If a suspect leaves before police arrive, note the direction, type of vehicle, etc. Do not attempt to follow the suspect.
5. Call your immediate supervisor and file an incident report form.

## Sexual Harassment

1. If a student reports to you that s/he has been approached in an inappropriate fashion by another student or an employee, take the student to a private area with another staff member for an interview. All allegations of sexual harassment, regardless of the nature, must be investigated.

2. Determine by questioning, as gently as possible, exactly what happened. Ask the victim questions like:

- What did the person say?
- What did the person do that made you feel uncomfortable?
- When did this happen?
- How long has this been going on?

*If allegations of **physical touching** CALL POLICE and follow **Sexual Assault Procedures** below.*

3. Inform the parents/guardians immediately of the alleged sexual harassment.
4. Interview the alleged aggressor. If a student, proceed with the questioning. If an employee, wait for your supervisor to arrive to conduct the interview.

## Sexual Assault

1. Isolate and secure the victim and the assault area.
2. Do not leave the victim alone. Ensure the victim is in a safe place, and assist in making them comfortable.
3. If the victim requires medical attention, call 911 (outside) or 9-911 (inside).
4. Remain calm and reassure students that all possible actions are being taken to care for the injured person and to protect others.

### NOTE: FOR SEXUAL ASSAULTS

1. Notify supervisor.
2. Attempt to dissuade the victim from washing, cleaning up or use of the restroom if possible.
3. Attempt to provide the victim with privacy.
4. Secure the crime scene. Protect any potential evidence.
5. DO NOT USE THE VICTIM'S NAME on two-way radios or release the victim's identity to anyone other than the lead administrator or law enforcement officials.
6. Remember that sexual assaults are very serious crimes. Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
7. Assist law enforcement officials as requested.

## Tactical Situation

1. If inside, take all participants to a central area. Keep away from windows and doors and secure all entry doors and classrooms.
2. If outside and time permits take all participants to an indoor central location.
3. Call your supervisor immediately – they will determine who to contact.

4. Call parents/guardians to inform them of the situation.
5. Do not release anyone until the police say it is safe to do so.
6. Do not release any information to the media. Let the police or a public relations representative have that responsibility.
7. File an incident report form.

### Bomb Threats

#### ALL BOMB THREATS MUST BE TAKEN SERIOUSLY!

1. **Remain calm.** Keep your voice steady. Do not alarm the caller.
2. **DO NOT** try to transfer the call. Don't risk losing the call.
3. Treat the call like any normal order of business. You need to act quickly to get information.

#### ASK....

- **WHEN** will the device explode?
- **WHERE** is the device?
- **WHAT** kind of device is it?
- **WHAT** does it look like?
- **WHY** did you place the device?
- **WHO** are you?

4. Try to keep the caller on the line as long as possible. Take notes while you are talking.

#### Attempt to note...

- Time of call
- Exact words of caller
- Male or female sounding voice
- Is there a detectable accent
- Voice tone, pitch, meter
- Speech skills, inflections
- Is the voice familiar
- Background noise
- Time the call is terminated

5. CALL 9-911 immediately. Answer all questions asked of you. Follow any instructions given by the 911 operator.

6. Contact your immediate supervisor and file an incident report form.

**DO NOT tell anyone about the Bomb Threat. Trained law enforcement officials will provide instructions.**

#### FOR THOSE INDIVIDUALS AWARE OF THE BOMB THREAT...

**DO NOT panic.** Wait for direction. You may hear the fire alarm sound. It is common to initiate a fire drill in these situations to encourage an orderly exit. The goal is to avoid panic. Mass panic has the potential to result in disaster, including serious injury and/or death.

#### **DO NOT TOUCH SUSPICIOUS OBJECTS.**

DO NOT use two-way radios, cordless phones, or anything else.

DO NOT turn anything on or off – especially lights.

## Extreme Heat Guidelines

The purpose of these guidelines is to help protect Milwaukee Recreation and Community Services participants, and staff from excessive heat temperatures. In general, it is the practice of all Recreation Department employees to use general common sense when assisting patrons in staying cool and hydrated during excessive heat.

For example:

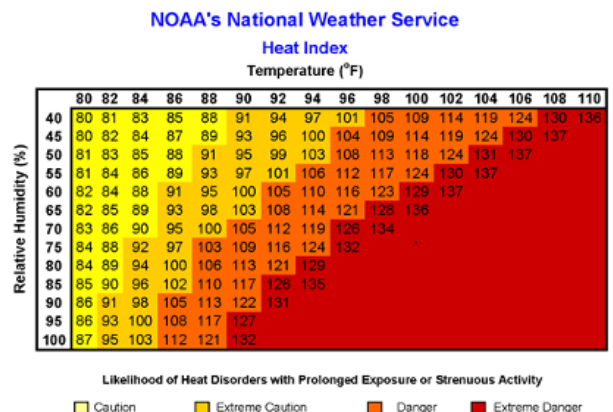
- Check-in with staff conducting activities outdoors or in non-air conditioned buildings; do they have access to shade or cooler areas of a building, access to water, are the instructors being sensitive to patron needs?
- Closely monitor more vulnerable patrons such as the elderly and small children. Are they staying hydrated, do they have access to air conditioning?
- On days when the temperature is predicted to be 85 degrees and above, or when the City of Milwaukee calls a heat advisory day, all Cool Spots will be open according to the schedule posted on <http://www.milwaukee recreation.net/playgrounds/>.

### The Heat Index:

The combination of temperature and relative humidity provides an apparent temperature that gives an idea of what it would feel like under normal-to-low humidity conditions. Excessive and dangerous heat indices typically occur during the summer months when there is an abundance of moisture and increased heat.

### Hazardous Weather Risks:

- **Excessive Heat Outlooks** are issued when the potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead time to prepare for the event, such as public utility staff, emergency managers and public health officials.
- **Excessive Heat Watches** are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.
- **Excessive Heat Warning/Advisories** are issued when an excessive heat event is expected in the next 36 hours. Warnings/Advisories are issued when an excessive heat event is occurring, is imminent, or has a very high probability of occurring. The warning is used for conditions posing a threat to life or property. An advisory is for less serious conditions that cause significant discomfort or inconvenience and, if caution is not taken, could lead to a threat to life and/or property.



**Procedures:**

**When a Heat Warning/Advisory is issued by the National Weather Service, the following should occur:**

1. By 10:00 am (or at least 30 minutes prior to a program starting before 10am) the Recreation Facilities Supervisor will communicate temperature, humidity, and approximate heat index readings from the National Weather Service to the Recreation Director or Manager of Operations who will then make program decision based on the following recommendations:
  - **Caution (INDEX of 80-90):** Proceed with scheduled activity; however, monitor participants carefully as physical activity may cause increased fatigue. Encourage additional fluid intake.
  - **Extreme Caution (INDEX of 91-104):** Fluid, shade, and/or rest breaks should be taken every 20-25 minutes by participants and staff. Activity should be modified for less exertion. Consider reducing program length as prolonged exposure may lead to heat cramps and/or heat exhaustion.
  - **Danger (INDEX of 105-124):** Fluid, shade, and/or rest breaks should be taken every 15-20 minutes by participants and staff. Reduce program/class length to no more than 60 minutes. **Consider cancellation** of youth and senior programs, high exertion activities, or any program when heat index exceeds 115 as prolonged exposure may lead to heat stroke with heat cramps and/or heat exhaustion likely.
  - **Extreme Danger (INDEX of 125+):** Cancel all outdoor activities.
2. Coordinators will be notified by the Director or Manager of Operations and are responsible for notifying their staff and ensuring every effort is made to contact participants, in advance of the program, regarding heat related adjustments and cancellations.

**\*Discretion may be used when making decisions as programs with abundant shade, water, and frequent breezes may not require the modifications listed above.**

## MILWAUKEE POLICE DISTRICT PHONE NUMBERS

In case of **EMERGENCY**, call **911**

Non-Emergency, call (414) 933-4444

Police District	Police District Phone Number	Nearby Recreation Department Locations
(1)	935-7213	Riverside, Gaenslen, Andrew Douglas
(2)	935-7223	OASIS, South Division
(3)	935-7233	Central, Hawthorn Glen, MacDowell, Washington, HS of the Arts
(4)	935-7243	Vincent, Madison, Bryant
(5)	935-7252	North Division
(6)	935-7262	Hamilton, Pulaski, Bay View, Brinton
(7)	935-7272	Marshall, Obama

### EMERGENCY POLICE: DIAL 911

#### When police are needed:

1. State your name and reason for calling.
2. Nature of the call.
3. Exact location of the incident.

### EMERGENCY AMBULANCE: DIAL 911

#### If an ambulance is needed:

1. State your name and the reason for calling.
2. Is the victim conscious?
3. Is the victim breathing?
4. Nature of injury or illness.
5. Exact location of victim.



## APPENDIX D:

### Accident Rules And Procedures

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It is necessary for employees' supervisors to follow these instructions. This will ensure that Worker's Compensation claims will be given prompt consideration and will help prevent unnecessary delays in payments of employees, medical bills, wages and benefits.

#### 1. NOTIFICATION

An injured employee should notify his/her supervisor of the injury immediately. (Time requirements may be extended under extenuating circumstances only.) It is necessary to furnish the following information:

- a. Date and time of injury;
- b. Brief description of the incident that caused the injury;
- c. Full name(s) of witness(es);
- d. Exact geographical location of incident;
- e. Description of the injured body part (e.g., lacerated elbow);
- f. Name and address of treating physician/clinic, if available;
- g. If injury resulted in absence, give anticipated return to work date.

If the employee has sustained a work-related injury that is not life, limb or eyesight threatening, call Priority Care 365 at 844-645-7700. Follow prompt # 1 to speak with a nurse or prompt # 2 to report a claim. This is the claim line for the district's worker's compensation third party administrator, Gallagher Bassett ("GB").

The injured employee or (if the injured employee is not available) the employee's supervisor or manager must call Priority Care 365 to report the injury. Priority Care 365 is a nurse triage service provided by GB. Use of this service will greatly streamline the injury reporting process. Please refer to mConnect –Procurement & Risk Management -> [Worker's Compensation](#) for more information on how to file a claim. After filing a claim, all documentation related to the claim should be emailed to [GB-MilwaukeePublicSchools@gbtpa.com](mailto:GB-MilwaukeePublicSchools@gbtpa.com).

## 2. LOST TIME

### Medical Documentation/Communication with Supervisor

If the injury causes lost time from work, the employee must stay in contact with his/her supervisor and provide regular medical status updates to him/her as appropriate. In order to be eligible for injury pay or worker's compensation wage continuation benefits, proper medical verification/documentation is required. Employees are encouraged to use the “[MPS Medical Status Report - Work Related Injury](#)” form; this form is to be completed by his/her physician. All medical documentation needs to be sent to the supervisor, [workcomp@milwaukee.k12.wi.us](mailto:workcomp@milwaukee.k12.wi.us), and [GBMilwaukeePublicSchools@gbtpa.com](mailto:GBMilwaukeePublicSchools@gbtpa.com).

### Coding Absences Due to Industrial Accident

If an employee claims that a work injury/disease resulted in absences from work, the employee must submit medical documentation excusing them from work due to the work injury/disease. These excused absences should be coded as “INJ – Injury Take. If no medical documentation is submitted, the subsequent absence(s) should be coded as “SCK – Sick Take, Industrial. This general protocol may be overridden on a case-by-case basis by MPS’ Procurement & Risk Management Department in concert with GB.

**\*Please note that part-time rec employees are not eligible for Injury Pay. Their excused worker’s compensation absences should be coded as “EXU – Excused Unpaid Take, and they must seek wage replacement benefits directly from Gallagher Bassett Services.**

### Follow-up / Therapy Appointments

A maximum of two (2) hours only is allowed for standard medical appointments. More time may be authorized if deemed to be appropriate based upon the facts, such as unavoidable delays caused by medical necessity.

All medical/return to work slips/reports submitted by the employee must be immediately emailed to Procurement & Risk Management at [workcomp@milwaukee.k12.wi.us](mailto:workcomp@milwaukee.k12.wi.us) and GB at [GBMilwaukeePublicSchools@gbtpa.com](mailto:GBMilwaukeePublicSchools@gbtpa.com). The original should be maintained at the school/department in a separate confidential file.

### Documentation to Return to Work

Upon the employee's return to work, the employee must submit to his/her supervisor a written physician's release to perform his/her essential duties.

### 3. MEDICAL TREATMENT

In order to process medical bills in a timely manner, the employee should inform his/her medical provider that medical bills should be accompanied by a complete, detailed medical report and sent to:

Gallagher Bassett Services, Inc.  
P.O. Box 2831  
Clinton, IA 52733-2831

If the employee does not initially require medical treatment but subsequently requires treatment at a later date, the employee should contact their claim adjustor at GB at 414-203-4060. The employee should furnish the name, address, and telephone number of his/her medical provider.

### 4. RECURRENCES

A recurrence of injury takes place when an employee has an absence from work, reported as attributable to a previous on-the-job injury for which no time had previously been taken off, or where the employee had returned to work after an initial period of absence. Whenever this occurs, the employee must immediately notify his/her supervisor, complete a “[Recurrence of Injury Related Absence Report](#)” form, and immediately notify GB at 414-203-4060. The completed “Recurrence of Injury Related Absence Report” and proper medical verification should be emailed immediately to Procurement & Risk Management at [workcomp@milwaukee.k12.wi.us](mailto:workcomp@milwaukee.k12.wi.us) and GB at [GBMilwaukeePublicSchools@gbtpa.com](mailto:GBMilwaukeePublicSchools@gbtpa.com). See rules above regarding lost time benefits.

### 5. RETURN TO WORK

Milwaukee Public Schools supports each employee's safe and medically appropriate return to work at the earliest possible time. Milwaukee Public Schools is dedicated to making every reasonable effort to accommodate an employee's work restrictions resulting from a work injury. The Wisconsin Administrative Code, Chapter Ind. 80, Worker's Compensation, allows an employee to continue receiving worker's compensation only if suitable employment within the physical and mental limitations of the employee is not furnished by the employer.

## 6. ADDITIONAL REPORTING RESPONSIBILITIES

Employees should check with their supervisors to determine what additional reporting responsibilities may be required within their department.

***It is necessary for employees' supervisors to follow these instructions. This will ensure that claims will be given prompt consideration and will help prevent unnecessary delays in payments of employees' claims, wages and benefits.***

## 7. BLANK FORMS

Blank forms are available on mConnect → Procurement & Risk Management → [Worker's Compensation](#)

**If there are any questions regarding this information or worker's compensation issues, please contact Procurement & Risk Management at 414-475-8555.**

# APPENDIX E:

## First Aid and Bloodborne Pathogens

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### FIRST AID

#### GENERAL SAFETY TIPS

Enforcement of the following rules will help minimize accidents in your program(s):

- Make sure all equipment such as baseball bats, playground equipment, kickboards, etc. are in good condition.
- Avoid using game courts or fields when wet and slippery.
- Do not permit children to do dangerous stunts.
- Never leave children unsupervised.
- Do not allow children to leave the group by themselves.
- Identify poisonous plants, i.e., poison ivy.
- The proper use of equipment and apparatus should be insisted upon by the activity leader.
- Do not allow use of faulty apparatus or equipment. Immediately report the hazard to the direct supervisor.

#### INJURY PREVENTION

Activity leaders should maintain a safe and healthful environment for the participants to enjoy. In order to accomplish this, leaders must understand the following principles of safety:

1. UNDERSTANDING THE HAZARDS. As a leader, you must be able to anticipate the possible dangers involved in the numerous activities and provide the necessary protection for the participants and the spectators.
2. COMPENSATING FOR HAZARDS. As a leader, you must be observant and you must realize that some areas have hazards which cannot be removed. Exclude an area or permanent piece of equipment which is dangerous by roping it off. Ensure participants are fully aware and knowledgeable of rules.
3. REMOVING UNNECESSARY HAZARDS. As a leader, you must eliminate the types of obstacles or objects which cause accidents and injuries. For example: Dismantle or dispose of broken equipment which cannot be repaired; fill in holes or crevices on the play area and continuously maintain equipment.
4. CREATING NO UNNECESSARY HAZARDS. As a leader, you must have mature judgment in organizing and planning the activities and events for your participants. For example: Age groups and ability should be considered when participating in certain activities; sufficient supervision must be present on walking field trips.

We, who work with youngsters, know that regardless of the amount of supervision, injuries will occur when boys and girls are actively engaged in play. We must strive to attain an accident-free program.

#### FIRST AID

#### In case of serious injury:

1. Examine the person completely. Perform first aid only when absolutely necessary.
2. Treat for:
  - a. severe bleeding – direct pressure
  - b. no breathing – artificial respiration
  - c. poisoning – call Poison Control Center: 1-800-222-1222

3. Call 911, if necessary.
4. Call parent(s) of the accident victim.
5. Keep the person as calm as possible.
6. Treat the person for shock (See "Shock" on page 8) – lay the victim down. Cover with blanket, towel, etc.
7. Do not administer any medicine by mouth, not even an aspirin.

## **TYPES OF INJURIES AND PROPER FIRST AID TREATMENT**

Fortunately, the majority of injuries occurring in the program are minor in nature. We must be prepared to give the proper first aid treatment for all types of injuries. The most common types of injuries are as follows:

### **WOUNDS** (any break in the skin or mucous membrane)

1. Abrasion: rubbing or scraping of the skin.
2. Laceration: skin cut by a sharp object.
3. Puncture: pointed object penetrates the skin.
4. Avulsion: jagged or irregular wounds caused by a rough or blunt object.

#### FIRST AID FOR WOUNDS

1. Wound with minor bleeding: stop the bleeding by direct pressure on the wound with a sterile dressing; wash with soap and water and cover with a band-aid as soon as possible.
2. Wounds with serious bleeding: bleeding may be stopped by direct pressure and by the use of pressure points – in the arm (underneath upper arm); in the leg (in the groin area).
3. Wounds without bleeding: Puncture wounds may not bleed and are more susceptible to the tetanus germ. Medical attention is advisable. Embedded objects in the wound should be removed by EMS personnel ONLY – DO NOT REMOVE any objects yourself.

### **SPRAINS**

Injury to the joints in the body. Twisting of a joint will cause damage to ligaments and tissue and the seeping of fluids will cause swelling in the area.

#### FIRST AID FOR SPRAINS

Have the patron rest the injured area and apply cold packs or cold water for 24-48 hours.

### **STRAINS**

Over-exertion of muscle fiber or tendons which attach the muscle to the bone.

#### FIRST AID FOR STRAINS

Use cold packs on the injured muscle. If the injury is serious, bed rest is necessary.

### **DISLOCATIONS**

A joint which is forced out of its original placement.

#### FIRST AID FOR DISLOCATIONS

Apply cold packs to the injured joint and prevent moving the injured parts. Call 911 for assistance.

### **FRACTURES**

Any break in a bone. Usually caused by fall from swings, slides or climbing apparatus.

#### FIRST AID FOR FRACTURES

When you are in doubt as to whether there is a broken bone or not, always treat it as a fracture. Do not touch or move the suspected part and seek medical attention.

## **BURNS**

*First Degree – reddening of the skin*

*Second Degree – blisters forming on the skin*

*Third Degree – deeper destruction of tissue – all layers of skin damaged*

### **FIRST AID FOR BURNS**

You must prevent air from getting to the burned area since this causes the pain to become more severe. Any burn over a small area can be placed in cool water. Burns may be protected by a sterile dressing, 4 or 5 layers in thickness. Seek medical attention immediately for second & third degree burns.

## **HEAD INJURY**

Any serious blow to the head may cause internal bleeding. A thrown ball or bat or a fall from a slide has sufficient force to cause a concussion.

### **FIRST AID FOR HEAD INJURIES**

*Keep the person lying down. Check ears and nose for blood. Do not move the victim until an ambulance arrives.*

## **CONTUSIONS**

Bruise which may cause internal bleeding to subcutaneous tissue of the area.

### **FIRST AID FOR CONTUSIONS**

*Treat with cold packs to prevent further bleeding and minimize swelling.*

## **NOSEBLEED**

Usually caused by a blow to the nose or by strenuous activity by an individual who has high blood pressure.

### **FIRST AID FOR NOSEBLEEDS**

*Pinch the nostrils tightly, lean forward and hold for 3-4 minutes. Apply cold packs to the nose and back of the neck in more serious cases.*

## **FAINTING**

Usually caused by emotional shock (extreme happiness or sadness). Lack of blood supply to the brain.

### **FIRST AID FOR FAINTING**

*Keep the person lying down and elevate the lower part of the body. Apply a cold damp cloth to the forehead and temple area. Generally, the individual will revive in a few minutes. When a person is beginning to feel faint, the head should be positioned lower than the waist.*

## **FOREIGN OBJECT IN EYE**

Dirt and dust may blow into the eye.

### **FIRST AID FOR EYES**

*Have the person blink several times to create additional tears in the eye to naturally release small particles. If unsuccessful, flush with water. If an object is embedded in the eye, seek medical help immediately. Never attempt to remove embedded objects. Seek advanced medical care.*

## **ANIMAL BITES (Dogs, Cats, Rabbits)**

Any bite by a warm-blooded animal may cause rabies.

### **FIRST AID FOR ANIMAL BITES**

*Treat the bite as you would a normal wound. Impound the animal so it can be examined for rabies. Call the County Dog Warden and the County Health Department.*

### **INSECT BITES** (bees, spiders, mosquitoes)

These bites are usually not serious, but they can be uncomfortable and painful for a short period of time.

#### **FIRST AID FOR INSECT BITES**

*Apply a cold pack (ice cubes) on the bite as soon as possible. Some people are allergic to insect bites and if bitten, they should seek medical attention immediately.*

### **CHOKING (conscious victim)**

If a person is choking and coughing, encourage the person to CONTINUE coughing. When the person can no longer cough, speak, breathe, but is still conscious:

#### **FIRST AID FOR CHOKING**

*Lean person forward, supporting person with your arm, give 5 back blows between the shoulder blades then give 5 abdominal thrusts by placing a closed fist above the person's navel, wrapping your other hand around your fisted hand and pulling sharply up and in. Continue a series of back blows and abdominal thrusts until the object is released or the person goes unconscious.*

### **DROWNING, ELECTRIC SHOCK, CHOKING, STRANGULATION**

These are common conditions requiring artificial respiration; rescue breathing. When a person stops breathing, that individual must receive oxygen immediately.

#### **FIRST AID FOR ABOVE**

*Give artificial respiration: Place the person on their back, tilt their head back with one hand while placing two fingers of the other hand on the bony part of the person's jaw, pinch nostrils with the hand that was on the person's forehead making a complete seal with your mouth over the victim's and blow into the mouth – adults give one breath every 5 seconds; children give one breath every 3 seconds. Raise your mouth after each blow and inhale for yourself, continue blowing into the mouth of the victim until the victim revives or until you are physically exhausted or until professional help arrives.*

### **EPILEPTIC CONVULSIONS (SEIZURES)**

A youngster may have a seizure on the playground or in the classroom.

#### **FIRST AID FOR SEIZURES**

*Make the person lie down to prevent self-injury. Don't hold the body and limbs as this may cause the muscle spasm to last longer. Seek medical attention.*

### **HEAT EXHAUSTION**

Caused by over-exposure to extreme heat and sun. Commonly occurs to elderly people.

#### **FIRST AID FOR HEAT EXHAUSTION**

*Reduce the extremely high temperature. Place the victim in a cool, shady spot and sponge the body with cool water. Give a conscious victim water to which a little salt has been added. (or sports drink)*

### **HEAT STROKE**

A response to heat characterized by fatigue, weakness and collapse due to inadequate intake of water to compensate for loss of fluids through sweating. Victim of Heat Stroke is no longer sweating.

#### **FIRST AID FOR HEAT STROKE**



*Give the victim sips of salt water (1 tsp of salt per glass), half a glass every 15 minutes over a period of 1 hours. Have the victim lie down, raise the feet from 8-12 inches. Loosen the clothing. Apply cool, wet cloths and fan the victim or move the victim to an air-conditioned room. If the victim vomits, do not allow any more fluids. Instead, seek medical attention. After an attack of heat stroke, the victim should be protected from exposure to abnormally warm temperatures.*

## **SHOCK**

Depressed condition of all body functions due to pain, loss of blood and body fluids. You can expect shock to develop in any serious injury such as broken bones, loss of blood, burns over a large area or a head injury.

### FIRST AID FOR SHOCK

*Keep the victim warm enough to avoid chilling (use a covering, depending on the weather). Keep the person lying down. Apply first aid to any injuries. Do NOT give food or drink as the victim may easily vomit. Try to keep the victim calm. Encourage regular breathing patterns of victims*

## Milwaukee Public Schools Bloodborne Pathogens Exposure Control Program

**What is Hepatitis?** The word "hepatitis" means inflammation of the liver. Hepatitis is most often caused by a virus. In the US, the most common types are Hepatitis A, Hepatitis B, and Hepatitis C. Heavy alcohol use, toxins, some medications and certain medical conditions can also cause hepatitis.

**What are Bloodborne Pathogens?** They are diseases that are carried in human blood and other body fluids that contain blood or are contaminated with blood.

**Routes of Entry** – Open cuts and nicks, skin abrasions, puncturing the skin with sharp objects, or touching your mouth, eyes, or nose with a contaminated object.

**What are the dangers?** Hepatitis B and Hepatitis C attack your liver and can cause liver failure and/or cancer. HIV attacks your immune system and leads to AIDS.

**How are they transmitted?** Primarily contact with infected blood or blood products; contact with body fluid containing infected blood; contact with contaminated sharps, and sexual transmission.

**Protecting Yourself – Use Universal Precautions** – Consider everyone a carrier and presume that all foreign blood is contaminated. Wear gloves when appropriate; cover cuts before donning gloves, remove gloves properly, keep your hands away from your face, and wash your hands.

**Hand Washing: Your Best Defense** – Proper hand washing protects you from infection, and it prevents you from infecting other people. You must wash your hands after contacting blood, body fluids, excretions or secretions, even if you are wearing gloves.

**Tasks that may cause exposure** – Providing first aid, slicing food items, caring for students who act out physically, cleaning contaminated items or equipment, or being cut with contaminated sharps.

**If you are exposed to foreign blood, you must take the following steps to protect your health:**

- Wash the area immediately with soap and water.
- Contact your Supervisor immediately. They will have you complete an EB-49 Accident Report form, and direct you to seek medical attention at Concentra Clinic.
- Contact Safety Specialist Rob Crouthamel at MPS Benefits & Insurance Services at 414-475-8555.

# APPENDIX H:

## Payroll

**MILWAUKEE PUBLIC SCHOOLS**

**DEPARTMENT OF RECREATION AND COMMUNITY SERVICES**

**PART-TIME SEASONAL EMPLOYEE TIMESHEET**

Pay Date: **1**

Employee Name: **2**

Employee ID: **3**

Job Title: **4**

Job Code: **5**

Location: **6**

Budget Code: **7**

8		MORNING				AFTERNOON				EVENING				9	
Date	Time IN	AM PM	Time OUT	AM PM	Time IN	AM PM	Time OUT	AM PM	Time IN	AM PM	Time OUT	AM PM	TOTAL HOURS	Signature	
SU															
M															
T															
W															
TH															
F															
SA															
WEEK #1															
SU															
M															
T															
W															
TH															
F															
SA															
WEEK #2															
TOTAL HOURS WORKED													10		

Principal / Clerk Signature \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

### EXPLAIN CHANGE OF HOURS ON BACK

The following steps must be completed. Incorrectly filled out timesheets will NOT be paid until corrected. Use pen (black or blue ink preferred) only - NOT pencil, magic marker, etc. It is your responsibility to see that time cards are filled out correctly and turned in to your supervisor. Timesheets can be filled out and emailed electronically (confirm this process with your supervisor/s).

FILL IN:

1. Pay Date (pay check date / two week delay)
2. Employee Name (Your full name)
3. Employee ID (MPS ID # - NOT Social Security Number)
4. Job Title
5. Job Code (8501, 8502, 8503, 8504, 8505, 8506, 8507, 8508, 8519, 8520)

6. Location
7. Budget Code (\_\_\_\_\_-0-0-PRC-\_\_\_\_\_-EWRC or EWPT)  
(Enter Function Code) (Enter YOUR location Code)
8. Date (enter in dates worked, corresponding to 1<sup>st</sup> and 2<sup>nd</sup> weeks of payroll)
9. Total Hours (use decimals (.25 / .5 / .75 / 1.) when figuring hours not fractions)
10. Total Hours Worked (total two weeks of hours worked)

**PLEASE NOTE: Falsification of time cards may be grounds for dismissal.**

### **Time Clock Plus Entry**

1. Time clock entry must be accurate and complete.
  - a. Punching "In" and "Out" is mandatory
  - b. The proper budget code must be used when punching in for a specific assignment
2. Missed Entry
  - a. All employees must clock "In" and "Out" of TimeClock Plus before and after each shift. If an employee misses a punch-in or punch-out, it can be corrected via the TimeClock Plus System. However, missed punches are not a practice that will be tolerated in abundance and more than two missed punches per pay period will warrant disciplinary action. Please reference the consequences below:

#### 2 or more missed punches in a pay period

- 1st offense – Verbal Warning
- 2nd offense - Conference Report
- 3rd offense – Possible Termination

3. Mobile App Entry
  - a. With prior approval, employees have the option of using the mobile TimeClock Plus (TCP) application to clock in and out of the system. Employees using the mobile TCP app to clock their time must enable the GPS function on their mobile device. This function allows for transparency as it relates to the location of the employee when he/she is clocking in or out. The following steps will be taken against employees who fail to enable the GPS function on their mobile device:
  - 1st offense – Verbal Warning
  - 2nd offense – Discontinuation of mobile app use

4. Time Entry Monitoring
  - a. Each Recreation location is overseen by a full-time Recreation Supervisor.
  - b. The Recreation Supervisor runs a TCP report every payroll to track the frequency of edits made to staff work times.
  - c. The immediate on-site supervisor receives an email notification when two (2) or more edits are made to an employee's time within a payroll period (Child Care Camps only: The Principal is also copied).
  - d. The immediate on-site supervisor is contacted by the Recreation Supervisor to determine the cause of the excessive edits and to work towards a resolution.
  - e. Time Clock Plus users that repeatedly exceed the TCP editing threshold may be subject to disciplinary action

5. Approval of Entry

- a. Time Clock entries must be approved in the Time Clock Plus System by the program supervisor no later than 11:59pm on the Tuesday after the pay period has closed.

**Paycheck Viewing:**

1. Visit [www.milwaukee.k12.wi.us](http://www.milwaukee.k12.wi.us) and click 'Self Service' under the 'Staff' tab.
2. Enter username and password. *(If you do not have a username and password, you must contact Tech Support at 438-3400 to obtain that information)*
3. Under the main menu box, click 'MPS Employee Self Service'.
4. Click 'Payroll and Compensation'.
5. Click 'View Paycheck' and then select which pay date you would like to view.

**Overtime Eligibility:**

1. Recreation employees who work more than 40 hours per week will be paid at the overtime rate (1.5 times their hourly rate).
2. For employees who hold multiple assignments, the overtime pay will be charged to the assignment in which the employee exceeded 40 hours.

## APPENDIX J: Refund Policy



### Recreation Policy/Procedure 5.2

#### REFUND POLICY

<b>Policy Group:</b>	5.0 Financial Management	<b>Date Reviewed:</b>	Select Reviewed Date
<b>Policy Sub-Group:</b>	5.2 Fiscal Management Procedures	<b>Date Approved:</b>	Select Approved Date
<b>Policy Number:</b>	5.2	<b>Approved By:</b>	Select Administrator
<b>Policy Location:</b>	PowerDMS\Documents\Recreation Policies and Procedures\		
<b>Policy Scope:</b>	All MPS Recreation full-time and part-time employees.		
<b>Policy Disclaimer:</b>	This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.		
<b>Attachment(s):</b>			
<b>Revision Record:</b>			

#### POLICY

The Recreation Department aims to provide customers with complete program satisfaction. From time to time, scheduling changes, and special circumstances require individuals to cancel or change their planned activities.

#### PURPOSE

In an effort to maximize space in each activity, the Department has established the following refund policies.

## PROCEDURE

Not all classes are eligible for refunds. Additionally, classes and activities costing less than \$10 are non-refundable. Please consult the class activity descriptions in the Recreation Guide for any exceptions to the refund policy.

### **If the Recreation Department cancels a class:**

1. Full refunds are made for a class/activity cancelled by the MPS Recreation Department. A refund check will automatically be generated and mailed to all participants enrolled in a class that is cancelled by the Recreation Department. Refund checks will be mailed within 2-4 weeks of the class cancellation. Payments made by credit/debit card for cancelled classes will be credited back to the credit/debit card within 2-4 weeks. Refunds for class cancellations due to weather or other unforeseen circumstances are handled on a case by case basis and may include class credits, coupons, class extensions, etc.

### **If the customer cancels a class:**

1. Classes running 6 weeks or longer: Partial refunds are given if your refund request is made prior to the second class/activity meeting (unless otherwise stated in the Activity Guide) whether the customer attends the class or not, and are subject to the following service fees.

- a. \$5 service fee per class for adult classes, field trips, some aquatics, etc.
- b. \$3 service fee per class for most children's classes

2. Classes running 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) and are subject to the service fees stated above.

3. Field Trips: Refunds are given if the refund request is made two weeks prior to the trip and are subject to a \$5 service fee.

Refund requests should be made by calling 475-8180 prior to the second class meeting. Refunds under \$5 will be credited to the customer's account

### **Class Transfers:**

1. Transferring prior to the start of classes: If an individual wishes to transfer into a class that costs more than his/her original class, he/she must pay the difference in class fees prior to attending the new class. Payment can be made at the Recreation Center. If the

class he/she is transferring into costs less than his/her original class he/she will receive a refund for the difference.

2. Transferring after the start of classes: No refunds will be given after class has started if the customer is transferring into a less expensive class. Customers will also be charged for any difference in fees when going from a less expensive to a more expensive class.

If you have any questions, please contact our office at 475-8180.



# APPENDIX K:

## Sample Forms



### DIRECT DEPOSIT AUTHORIZATION

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Employee I.D. \_\_\_\_\_

Check one: ☐ ENROLL ☐ CHANGE ☐ REQUEST a Rapid! PayCard

<b>A. Send \$ _____ to the financial institution below for each pay period:</b>  Financial Institution: _____  Routing Number: _____  Account Number: _____  Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <i>(Please attach a copy of a voided check or savings deposit slip)</i>	<b>B. Send the <u>entire</u> amount or <u>balance</u> of my net pay to:</b>  Financial Institution: _____  Routing Number: _____  Account Number: _____  Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <i>(Please attach a copy of a voided check or savings deposit slip)</i>
---	---

**IMPORTANT (Please read carefully):**

- All MPS employees are required to establish and maintain an active direct deposit account for their pay checks according to the "Employee Handbook".
- Changes related to account numbers, financial institution, or enrollment will take two payroll periods to go into effect. In the interim, paper checks will be issued.
- You may split your direct deposit between two separate accounts: either within the same financial institution or between financial institutions. If you have two accounts, enter the account number for the account receiving the deposit amount in Box A above and the account number for the account receiving the entire or balance amount in Box B above.
- Rapid! PayCards may be picked up immediately in the Payroll Dept. You will need to show a picture I.D.
- If you have more than one MPS job, only your primary job may be split between two accounts; all funds from any secondary job(s) will be deposited into the "balance" account.
- Bank fees associated with direct deposits returned to MPS due to closed accounts will be passed on to the employee after one grace period.
- In the event MPS overpays an employee enrolled in the Direct Deposit program, federal ACH rules allow MPS five (5) days to reverse the erroneous deposit. In the event of a reversal, MPS will contact the employee and will either initiate a second direct deposit or issue a payroll check, at the discretion of MPS. MPS Payroll Dept. 5225 W. Vliet St. Milwaukee, WI 53208, contact information: [payroll@milwaukee.k12.wi.us](mailto:payroll@milwaukee.k12.wi.us) or fax (414) 475-8389

I authorize MPS and the Financial Institution(s) listed above to direct deposit my net pay to my account(s), and this includes my authorization for MPS to reverse any entries made in error. This authority will remain in effect until I provide the Payroll Dept. with written notice to change or cancel my account(s). I agree to inform the Payroll Dept. when I close my account(s). I will pay service charges for items returned for more than one successive pay period. I have read and agree to the rules outlined in this authorization form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Revised: 121118



Milwaukee Recreation  
5225 W. Vliet St.  
Milwaukee, WI 53208  
P: 414.475.8180  
mkerec.net

## RECREATION DEPARTMENT INCIDENT REPORT

An Incident Report is to be completed for non-health related problems (e.g., vandalism, fighting, threats, property damage, broken equipment, etc.). A copy of this report must be submitted within 24 hours of the incident to: Milwaukee Recreation, Attn. Marta Santos, 5225 W. Vliet Street, Room 162, or email to [santosmt@milwaukee.k12.wi.us](mailto:santosmt@milwaukee.k12.wi.us), or FAX (414) 475-8541.

### GENERAL INFORMATION:

School/Recreation Facility:	<input type="text"/>	Date of Incident:	<input type="text"/>	Time of Incident:	<input type="text"/>
Incident occurred during which recreation activity:	<input type="text"/>				
Location of incident in building/facility:	<input type="text"/>				

### INCIDENT CLASSIFICATION (check all that apply):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Assault            | <input type="checkbox"/> Gang Activity            | <input type="checkbox"/> Sexual Assault    |
| <input type="checkbox"/> Bomb Threat        | <input type="checkbox"/> Drugs/Alcohol            | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Disorderly Conduct | <input type="checkbox"/> Loitering                | <input type="checkbox"/> Theft             |
| <input type="checkbox"/> Fighting           | <input type="checkbox"/> Personal Threat          | <input type="checkbox"/> Vandalism         |
| <input type="checkbox"/> Fire               | <input type="checkbox"/> Possession/Use of Weapon | <input type="checkbox"/> Other: _____      |

### INCIDENT DETAILS:

- Describe the incident and actions taken in detail (called the police, called the fire department, sent staff home, etc.) using the reverse side of this report.
- Were police called? ☐ Yes ☐ No If yes, squad #: \_\_\_\_\_  
Was a police report filed? ☐ Yes ☐ No If yes, report #: \_\_\_\_\_
- Describe any property loss/damage and approximate value (use reverse side if necessary):
- If incident resulted in an injury:  
Was an ambulance called? ☐ Yes ☐ No  
If yes, was victim transported to hospital? ☐ Yes ☐ No If yes, name hospital: \_\_\_\_\_  
☐ A patron accident report has been completed and submitted to the Administrative Assistant, CS Room 162 -OR-  
☐ Priority Care 365 has been called: 844-645-7700 (for employee accidents, if necessary).
- Indicate any witnesses of the incident:  
Witness Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Witness Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
- What if any follow up is needed regarding this incident?

CONTINUED ON REVERSE SIDE

## RECREATION DEPARTMENT INCIDENT REPORT

### INCIDENT DETAILS:

7 Describe incident in detail:

8 Describe actions taken in detail (called the police, called the fire department, sent staff home, etc.):

9 Describe any property loss/damage and approximate value:

Administrative notes regarding outcome/follow up completed (To be completed by Recreation Administrator)

Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Milwaukee Recreation  
5225 W. Vliet St. Rm. 162  
Milwaukee, WI 53208  
P: 414.475.8180  
mkerec.net

## PATRON ACCIDENT REPORT

SCHOOL / RECREATION FACILITY: \_\_\_\_\_ DATE OF ACCIDENT \_\_\_\_\_ TIME OF ACCIDENT \_\_\_\_\_ ☐ AM ☐ PM

NAME OF INJURED \_\_\_\_\_ AGE \_\_\_\_\_ ☐ MALE ☐ FEMALE

ADDRESS OF INJURED \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

DESCRIBE ACCIDENT FULLY: HOW DID IT HAPPEN? WHAT HAPPENED?

CHECK (✓)  
PLACE OF  
INJURY

- |                                       |  |  |                                      |
|---------------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> AUDITORIUM   | <input type="checkbox"/> HALL                      | <input type="checkbox"/> SHOWERS       | <input type="checkbox"/> WADING POOL |
| <input type="checkbox"/> BALL DIAMOND | <input type="checkbox"/> LAVATORY                  | <input type="checkbox"/> STAIRS        | <input type="checkbox"/> _____       |
| <input type="checkbox"/> CLASSROOM    | <input type="checkbox"/> PLAYGROUND / ASPHALT AREA | <input type="checkbox"/> SWIMMING POOL | <input type="checkbox"/> _____       |
| <input type="checkbox"/> GYMNASIUM    | <input type="checkbox"/> PLAYGROUND / TURF AREA    | <input type="checkbox"/> TOT LOT       | <input type="checkbox"/> _____       |

CHECK (✓)  
NATURE OF  
INJURY

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> BITE                              | <input type="checkbox"/> DISLOCATION                  | <input type="checkbox"/> SHOCK       |
| <input type="checkbox"/> BURN (LESION CAUSED BY HEAT)      | <input type="checkbox"/> FRACTURE (BREAKING OF BONE)  | <input type="checkbox"/> STRAIN      |
| <input type="checkbox"/> CONCUSSION                        | <input type="checkbox"/> INFECTION                    | <input type="checkbox"/> SPRAIN      |
| <input type="checkbox"/> CONTUSION (BRUISE)                | <input type="checkbox"/> LACERATION (TEARING OF SKIN) | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> DERMATITIS (INFLAMMATION OF SKIN) | <input type="checkbox"/> PUNCTURE WOUND               | <input type="checkbox"/> _____       |

CHECK (✓)  
PART OF  
BODY  
INJURED

- |          | Right                    | Left                     | Right                    | Left                     | Right                    | Left                     | Right                    | Left                     | FINGERS<br>R L           | TOES<br>R L              |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Abdomen  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ankle    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Arm      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Back     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chest    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ear      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elbow    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eye      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Foot     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Head     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Knee     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leg      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mouth    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Neck     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nose     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pelvis   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Scalp    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shoulder | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wrist    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thumb    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Index    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Middle   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ring     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Little   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Big Toe  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2nd      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3rd      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4th      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5th      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**IMMEDIATE  
ACTION  
TAKEN**

- ☐ FIRST AID? BY WHOM? \_\_\_\_\_ WHERE? \_\_\_\_\_
- ☐ SENT HOME? ☐ SENT TO HOSPITAL? HOW? \_\_\_\_\_
- OTHER FACTS? \_\_\_\_\_
- ☐ FAMILY NOTIFIED? HOW AND BY WHOM? \_\_\_\_\_

WITNESS \_\_\_\_\_ AGE \_\_\_\_\_ ADDRESS \_\_\_\_\_

WITNESS \_\_\_\_\_ AGE \_\_\_\_\_ ADDRESS \_\_\_\_\_

WHAT WAS LEADER DOING AT TIME OF ACCIDENT? \_\_\_\_\_

WAS ACCIDENT DUE TO ANY DEFECT IN AREA OR EQUIPMENT? ☐ YES ☐ NO IF YES, DESCRIBE FULLY (ON SEPARATE SHEET OF PAPER) AND ATTACH.

### SIGNATURES OF:

LEADER IN CHARGE WHERE ACCIDENT OCCURRED \_\_\_\_\_

RECREATION CENTER OR PLAYGROUND DIRECTOR \_\_\_\_\_

Email completed & signed form within 24 hours of accident to MARTA SANTOS at [santosmt@milwaukee.k12.wi.us](mailto:santosmt@milwaukee.k12.wi.us).

mts: Revised 1/21/21 - Form 801



A department of MPS

## Milwaukee Recreation

5225 W. Vliet St. Rm. 162  
Milwaukee, WI 53208  
P: 414.475.8180  
mkerec.net

Employee ID

000000

Location

Program

Position

First Name

Last Name

Start Date

End Date

Year

Evaluation Scale

- 1 **Not Effective-** Does not meet expectations set for employee
- 2 **Minimally Effective-** Occasionally meets expectations set for employee
- 3 **Meeting Expectations-** Consistently delivers on expectations set for employee
- 4 **Exceeds Expectations-** Occasionally surpasses expectations set for employee
- 5 **Exceptional-** Steadily surpasses expectations set for employee

Please rate employee on Job Readiness

	Not Effective	Minimally Effective	Meeting Expectations	Exceeds Expectations	Exceptional
Reports to work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is in correct uniform for their assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is job ready at the start of their shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment

0.00

Please rate employee on Organizational Knowledge

	Not Effective	Minimally Effective	Meeting Expectations	Exceeds Expectations	Exceptional
Is familiar with the Emergency Action Plan procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department programmatic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed trainings and/or professional development associated with position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment

0.00

Please rate employee on Communication

	Not Effective	Minimally Effective	Meeting Expectations	Exceeds Expectations	Exceptional
Demonstrates proper oral and written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with participants/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates in a timely fashion to direct supervisor when tardy or absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment

0.00

Please rate employee on Professionalism

	Not Effective	Minimally Effective	Meeting Expectations	Exceeds Expectations	Exceptional
Maintains professional demeanor appropriate for work setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages in work tasks and demonstrates willingness to perform tasks associated with the position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presents a positive attitude to both internal and external customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment

0.00

Please rate employee on Knowledge of Recreation's Handbook/Policies

	Not Effective	Minimally Effective	Meeting Expectations	Exceeds Expectations	Exceptional
Adheres to the Part-Time Recreation employee code of conduct policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to program specific handbook policies where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates dedication to MKE REC policy on inclusion and equity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment

0.00

Corrective action may be implemented for individuals not meeting expectations during their assignments. A supervisor may choose not to rehire staff members receiving and overall average rating of less than 2 on their seasonal evaluation.

All evaluations Must Be Signed by the employee or the reason for not signing should be stated here:

Evaluation Score

0.00

Raise Eligible

☐ Yes  
☐ No

Employee Status

☐ Resigned  
☐ Terminated  
☐ Eligible for Rehire

Employee Signature

Date

Evaluator Signature

Date