

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE POLICY 6.25
PROBATION AND TENURE: STAFF

(1) CERTIFICATED STAFF

(a) Initial appointments, as well as promotion to any certificated position, in the Milwaukee Public Schools shall be on a probationary basis, for one semester — or one-half work-year for 12-month employees — provided that, before acquiring permanent tenure, each employee shall have successfully served six semesters, or three work-years, on probation.

(b) Probationary personnel shall be re-appointed semi-annually. For the monthly meetings of the Board in January and June, and at such other times as may be necessary, the superintendent shall prepare for the Board or its designated committee a report of teachers, administrators, and supervisors, as well as recreation and adult education personnel, serving on the probationary list who are recommended for continued employment.

(c) In the case of personnel covered by the teacher tenure law, recommendations for re-appointments shall be submitted to the Board or its designated committee for employees in their sixth semester of service prior to the completion of the sixth semester. The Board or its designated committee shall consider the recommendations and take necessary action thereon.

(d) Upon completion of probationary service, a certificated employee shall be deemed permanently employed during satisfactory service and good behavior, without further action by the Board.

(e) Certificated staff members who have been permanently appointed and have resigned from the service of the Board, if re-appointed by the Board, shall resume their status as to tenure in the position to which re-appointed.

(2) CLASSIFIED STAFF

(a) Unless otherwise provided for in the agreements negotiated with recognized bargaining units, each classified employee shall serve the probationary period established by these agreements in any position for which he/she is hired or in any new position to which he/she is promoted.

(b) Upon the recommendation of the superintendent, all classified personnel who have satisfactorily served their probationary periods shall be considered as regularly appointed to a position in the city service.

History: Codified 1976; revised 3-29-95

Previous Coding: Admin. Policy GCG, GDG, prior to May 1995; Admin. Policy 7.23, May 1995-August 1996

Legal Ref.: W.S. 116.42, 1989 Wisconsin Act 4

Contract Ref.: MTEA Contract (School Accountants, School Aides); ASC Contract; District Council 48, Locals 1053 and 1616; Service Employees International Union, Local 150; International Union of Operating Engineers, Local 950

Cross Ref.:

Admin. Policy	6.08	Health and Safety: Staff
	6.23	Recruitment and Hiring: Staff
Admin. Proc.	6.23(1)	Recruitment and Hiring: Staff
	6.25	Probation and Tenure: Staff

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