

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE PROCEDURE 6.05
CODE OF ETHICS: EMPLOYEE NOTIFICATION

(1) NEW EMPLOYEES

(a) As contracts are issued to prospective teachers for signature, a code of ethics form will be issued also. New teachers will be required to sign and return both the contract and ethics code form to the Department of Human Resources. The ethics code form will be added to a checklist of tasks which each new teacher must complete. This will allow the Department to monitor the return of the form.

(b) In the case of appointments of individuals outside the system to administrative, supervisory, and classified positions for which no contracts are signed, employees will be issued the ethics code forms along with their appointment notices. The Department of Human Resources will also monitor this process to ensure the return of a signed form.

(c) For employees in part-time positions which do not require Board confirmation, the appropriate department head (e.g., Parent and Student Services, Recreation, Human Resources) will be responsible for seeing that the forms are signed and returned to the Department of Human Resources.

(2) CURRENT EMPLOYEES

For current employees, ethics code forms will be disbursed through the appropriate department head, principal, or site administrator. These individuals will be responsible for seeing that the forms are signed and for returning them to the Department of Human Resources.

History: Adopted 12-17-90
Cross Ref.: Board Rule 1.19 Conflicts of Interest
Admin. Policy 6.05 Code of Ethics: Employee Notification

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