

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.08**  
**HEALTH AND SAFETY: STAFF**

**(1) CERTIFICATED PERSONNEL**

Certificates showing a satisfactory state of health for public school teaching services must be secured from an appropriate medical examiner as identified by the Board by candidates as follows:

**(a) Probationary Service**

Not more than one year prior to date of nomination for appointment. Certificates for employees in the Division of Community Recreation must be secured not more than six months prior to the date of nomination for appointment.

**(b) Permanent Tenure Service**

Not more than 120 days prior to the close of the fifth semester of probationary service. Failure to secure and file the required certificate shall be cause for the termination of service at the end of the fifth semester. For employees in the Division of Community Recreation, the certificate must be secured not more than four months prior to the beginning of the last half-year of probationary service. Failure to secure and file the required certificate shall be cause for the termination of service at the end of two and one-half years of service.

**(c) Return from Leave**

Before reassignment by the Superintendent, pending the receipt of the required certificate, the person may serve on a substitute basis with substitute pay. The health examination will be waived for teachers returning from an approved study leave.

**(2) CLASSIFIED PERSONNEL**

(a) In accordance with the Civil Service rules of Milwaukee, the Commissioner of Health may require any employee or groups of employees whose work is such as to expose them to the danger of contracting tuberculosis to undergo periodic medical examinations given by the City Health Department or any other agency designated for the purpose by the Commissioner. In exercising this authority, the Commissioner shall have sole and final discretion to determine the necessity for, as well as the extent of, the examination.

(b) Refusal on the part of any employee to undergo the medical examination shall be cause for suspension pending compliance with the order, and such refusal, if willful and continued, shall be cause for discharge from the service.

(c) As a result of the medical examination, the Commissioner may take such action, subject to the provisions of the state statutes and city ordinances, as is deemed necessary for the protection of the interests of the service and for the protection of other employees or of the public.

**Legal Ref.:** Milwaukee City Civil Service Rules, Rule XII

**Contract Ref.:** MTEA Contract (Teachers); ASC Contract; District Council 48, Locals 1053 and 1616; International Union of Operating Engineers, Local 950

**Cross Ref.:** Admin. Policy 4.04 Student Transportation Services  
6.08 Health and Safety: Staff

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