

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 6.21
SALARY SCHEDULES: STAFF**

(1) GENERAL

(a) Recognition of professional training has been expanded to include many types of training which were not previously acceptable for salary classification, such as study with a private instructor or service on a professional committee.

(b) Staff members may qualify for professional advancement from division BA (bachelor's degree or its equivalent) to division MA (master's degree, plus 32 credits). There are five divisions, and advancement from one division to another will be based on the attainment of 16 credits, which may be obtained in accordance with the following:

(2) PLACEMENT ON SALARY SCHEDULE: CERTIFICATED STAFF

In addition to recognizing equivalent credits as described in the Board-approved regulations, prior experience may be counted toward placement on the salary schedule in accordance with the following:

(a) Original Appointment

1. Teaching experience outside the City of Milwaukee may be evaluated by the Superintendent on the basis of its equivalence with such experience in the Milwaukee Public Schools, as established by the Board from time to time and in accordance with the agreement between the Board and the Milwaukee Teachers Education Association (MTEA), but not to exceed seven service increments.

2. Active military service prior to appointment may also be credited toward placement on the salary schedule. One year of experience credit may be granted for every nine months of such service, as verified by official separation papers; however, a combined total of only seven service increments will be allowed.

(b) Re-appointment

Teachers, assistant principals, or principals who have been permanently appointed and have resigned from the service of the Board, if re-appointed by the Board, will have their salaries updated to reflect general increases that occurred since they resigned. If re-appointed to a position of higher or lower rank, the prevailing reclassification formulas will be applied.

(3) PLACEMENT ON SALARY SCHEDULE: CLASSIFIED STAFF

(a) Where salary schedules have been established for positions in the City service, original or promotional appointments to such positions shall be made at the lowest compensation rate; provided, however, that the salary of a person already in the service of the City shall not be reduced upon his/her appointment to another position the salary groups of which are the same in their entirety, or in part, as those of the position formerly held.

(b) Advancement may be allowed to the next higher salary group for service at the same salary rate in both the new and former positions.

(c) A transfer approved by the Commission shall not take away from the person transferred the right to receive credit for salary rating in the new position on account of service in the former position.

(d) An employee who resigns from the service of the Board, if reinstated by the Board, shall generally receive the same salary he/she was formerly receiving.

(4) EVALUATION OF CREDIT

To evaluate for credit the many types of training and experiences available to staff members, the following guidelines have been established.

(a) Allowance of credit will be considered in terms of benefits directly accruing to the school system and the improvement of instruction.

(b) Credit allowances will be made only for preparation and experience in the field of education, in a teacher's special field, or in a field of general culture related to the individual's assignment.

(c) Of the 16 credits necessary for salary reclassification a minimum of nine must be granted by an accredited college or university, while seven may be equivalent credits. Excess college credits or equivalent credits may be held in reserve for future reclassification.

(d) Retroactive allowance for credit will be confined to training programs capable of objective verification. Whenever additional programs receive allowance for credit, equally rigorous requirements will be applied to granting retroactive credit for such programs.

(e) Inservice training plans, involving credits not applicable to a degree, must be approved in advance by the Department of Human Resources to ensure that such credits are recognized at full value. The inservice program is planned and administered by the Board of Review for Inservice Education.

(f) The responsibility for providing evidence of training, such as transcripts or letters of certification, rests with the individual making application for accreditation.

(g) Granting of equivalent credits will be restricted to those earned subsequent to the beginning of full-time employment with Milwaukee Public Schools, including substitute service for which experience credit is granted.

(h) Equivalent credit is limited to activities for which no financial remuneration is received.

(i) Equivalent credit shall be computed according to university credit standards for one semester hour — 16 class instruction hours (12 clock hours), plus preparation, or 32 class hours (24 clock hours) without preparation.

(j) There will be no allowance of credit for a course which has been audited or for which the grade earned is lower than "C".

(5) ALLOWANCE OF CREDIT

The semester hour of credit will be the standard unit of measurement for college or university credit or equivalent credit. Credit is allowed for professional training and advancement as follows.

(a) Study in Accredited Schools

Credits earned in accredited schools will be accepted at face value, provided they are applied toward a degree, are consistent with the Board's policy on evaluation, and are approved by the Department of Human Resources.

(b) Study in Non-accredited Schools

Courses completed in non-accredited or specialized schools may be allowed equivalent credit if such courses were taken subsequent to beginning full-time service with the Milwaukee Public Schools.

(c) Inservice Education

1. Equivalent credit may be allowed for participation in courses, workshops, or seminars sponsored by the Milwaukee Public Schools and approved by the Board of Review for Inservice Education. Inservice education courses operated under college or university sponsorship also shall be considered for equivalent credit.

2. Inservice courses, workshops, and seminars must be open to staff members on a city-wide basis and held outside of scheduled school time. In some instances, the Board of Review may approve programs for individual school staffs to meet specific school needs.

3. Instructors for inservice courses or staff members conducting departmental workshops may be eligible for double credit in lieu of financial remuneration. Such programs must be specifically for school board employees.

(d) Armed Services Courses

1. Credits earned in the armed services and acceptable as requirements for a degree by an accredited college or university shall have the same status as credits earned in an accredited school.
2. Credits allowed for study with the various armed services institutes are subject to standards set forth in the "Guide for the Evaluation of Educational Experiences in the Armed Services" published by the American Council on Education.

(e) Private Study

Professional study under private instructors may be allowed equivalent credit if taken subsequent to beginning full-time service with Milwaukee Public Schools. Evaluation will be on the basis of university standards.

(f) Travel Study

When conducted under the auspices of an accredited college or university and recognized by such institutions for credit, travel-study programs will be allowed credit, subject to the same regulations for credit earned in accredited schools.

(g) Professional Committees

1. Service on approved professional committees may earn equivalent credit.
 - a. A maximum of one credit per semester may be earned for professional committee service.
 - b. A maximum of three credits of the seven equivalent credits allowed in qualifying for the 16 credits necessary for salary reclassification may be earned for such service.
 - c. The committee must be at least city-wide in scope under the leadership of the Superintendent's staff, and sessions must be held outside of scheduled school time.
2. Credit may also be received for work outside of school time under the direction of the Superintendent's staff on approved projects of city-wide scope.

(h) Work Experience

Approved work experience may be recognized for equivalent credit when no financial remuneration is involved.

(i) Red Cross Courses

Equivalent credit may be earned by completing certificated Red Cross courses established for school board employees. Instructor credit will be allowed when the class is composed of Board employees.

(j) Professional Writing

1. Equivalent credit may be granted to authors of professional materials — three credits for a text or professional book, and one credit for a periodical article, pamphlet, or workbook.
2. All materials must be printed by licensed publishers. Articles must appear in periodicals of nation-wide circulation or professional journals of at least state-wide circulation. Writings must be based on individual research and must not be applied to any other form of salary classification.

(6) LIMITS ON CREDIT ALLOWANCES

(a) Certain limitations on credit allowances are listed in the guidelines for the policy on evaluation. Questions regarding such limitations may be directed to the Department of Human Resources.

(b) For some study plans, pre-approval is required from the Department of Human Resources. Pre-approval guarantees that credits earned will be acceptable for salary classification. It also acts as a curb on excessive grants of credits in a narrow field of training.

(c) Requests for pre-approval of programs such as professional study in non-accredited schools or study under private instructors or work experience should give details of the projected work, reasons for any unusual requests, and the relation of the work to present assignment.

(d) Other limitations include:

1. Retroactive undergraduate college credits may be applied toward only one classification increase and must have been earned in the field of education, in a teacher's special field of teaching, or in a field of general culture related to the individual's assignment.
2. At least 50% of all equivalent credits must be earned in the field of education or in the teacher's special field of teaching. The remaining 50% may be granted in areas of general culture related to the individual's assignment.

(7) CLASSIFICATION

(a) Teachers and other certificated personnel employed by the Board are appointed in the salary divisions for which they qualify on the basis of training and experience.

(b) After appointment, staff members are required to submit official transcripts of college credits or letters of certification of equivalent credits for the recognition of additional training. For reclassification purposes, official final grade reports will be accepted pending receipt of official transcripts, which must be submitted within 90 days of the completion of those terminal credits upon which reclassification is based. Failure to comply with this requirement will result in retroactive withdrawal of the reclassification.

(c) Records of training should be addressed to the Department of Human Resources, Milwaukee Public Schools, P.O. Box 2181, Milwaukee, Wisconsin 53201-2181.

(d) In the contract with the MTEA, references are found with respect to current provisions for reporting of additional college or university credits earned.

(8) EQUIVALENT DEGREE STATUS

(a) Equivalent degree status is recognized for purposes of salary classification only and does not provide qualification for position promotion.

(b) Special legislation applies to the certification of industrial art instructors.

1. Section 118.19(7) of the Wisconsin Statutes recognizes two classifications of qualified instructors:
 - a. A person designated a trade specialist with three years of trade experience beyond apprenticeship
 - b. A person with four years of college training in industrial arts fields.
2. The two classifications of industrial arts instructors are recognized as equivalent in training and preparation for salary classification.

(c) See the individual bargaining agreements for administration of salary increments.

(9) BOARD OF REVIEW

(a) Upon written application of any staff member, the Board of Review for Inservice Education will review any case where allowances of credit are in question.

(b) The application should include a full statement of claim for credit and should be addressed to the Board of Review for Inservice Education, Milwaukee Public Schools, P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181.

Legal Ref.: Cited above
Cross Ref.: Admin. Policy 6.21 Salary Schedules: Staff

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