

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.20  
CONTRACTS, EMPLOYEE BENEFITS, AND COMPENSATION PLANS**

**(1) TAX-SHELTERED ANNUITIES**

(a) Several programs for the purchase of tax-sheltered or tax-deferred annuities are available to full-time, regular employees of the Board. Such programs enable an employee to set aside a portion of his/her salary each year under payroll deduction without paying taxes on it until after retirement. These plans are sanctioned by federal and state tax regulations.

(b) Informational booklets and kits about all of these plans are available upon request from the Department of Human Resources. One plan permits teacher-certificated employees to assign such amounts as excess deposits to their own Wisconsin Retirement System Fund. Such deposits may be channeled either to the fixed or variable division of the retirement plan fund or divided between them in the proportion selected by the employee.

(c) The teachers' pension fund plan will be open only to teacher-certificated employees. The private plans will be open to all regular, full-time employees.

(d) After initial application, changes in the amount of salary assigned may be made only once each year — between December 16 and January 30 — for the ensuing year. Assignments may be cancelled completely at any time, upon 30 days' written notice.

**(2) TUITION REIMBURSEMENT: ADMINISTRATORS**

To encourage the professional development of its administrative staff, the Milwaukee Public Schools will reimburse staff members for certain charges related to advanced coursework and study. Reimbursement will be made in accordance with the following.

(a) It is expected that coursework and study will be conducted on the employee's own time and may be taken any time during the year. Individuals employed on a 10-month basis (or approximate) would be eligible for reimbursement for one course taken during the summer months. Additional course work may be taken by such personnel during the summer, and, under special circumstances, reimbursement may be made for such additional work if approval is given by the Department of Human Resources.

(b) To be eligible for reimbursement, an employee must complete the course to the satisfaction of the educational institution offering the course. For ungraded courses, an "S" grade or proof of satisfactory completion will be required. In an undergraduate course, a grade of "C" or better will be required, while at the graduate level, a grade of "B" or better will be required.

(c) While it is desirable to encourage a broad base of educational experiences, the limit to the availability of funds requires the establishment of a system of priorities. The basis for assigning these priorities among the types of courses to be approved will be the relative advantage to the school system and the contribution such advanced study will make to the improvement of the management of education. The master's degree is the common level of education attainment of the administrative and supervisory personnel concerned. Priority will be given to the encouragement of continuing formal graduate training at accredited universities in the applicant's field.

1. First priority, therefore, will be given to post-master's graduate courses leading to an appropriate doctoral degree or to individuals pursuing a second appropriate master's degree.
2. Second priority will be given to job-related graduate-level university courses.
3. Third priority for approval and reimbursement will be given to job-related credit courses at the university level.
4. Fourth priority will be given to non-job-related courses at the university level, either credit or noncredit.

(d) These priorities are not intended to limit support to university programs. Within the availability of funds, appropriate noncredit courses from other institutions may be approved. Priority among these would depend upon the appropriateness of content and quality of instruction. Study with accredited correspondence schools would fall under the provision of this program. Educational programs of a noncredit format, such as workshops, seminars and other sessions of continuous meetings and of relatively short duration, would not be included in this program since they are covered by other programs.

**Cross Ref.:** Admin. Policy 6.20 Contracts, Employee Benefits and Compensation Plans

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