

# ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE POLICY 6.19 POSITIONS: STAFF

(1) All staff positions in the Milwaukee Public Schools shall be established only with the approval of the Board, except as follows:

- (a) The school principal, who has responsibility for management of the school budget within budget limits for each fiscal year, shall have authority to create new positions during the course of the year to effectively staff schools according to ongoing needs with Superintendent or Human Resources approval. -.
- (b) The superintendent or his/her designee shall develop standard procedures for reporting the creation of new positions and shall maintain a list of authorized positions in each school and central office. New full-time-equivalent positions will be presented to the Board for approval as part of normal personnel actions.
- (c) Certificated staff positions, including non-represented staff, shall be established in accordance with applicable state statutes and Department of Public Instruction requirements.
- (d) Classified staff positions, including non-represented staff, shall be established in accordance with the requirements of the Board of City Service Commissioners, city civil service laws and rules, and the personnel statutes and ordinances governing city service employment.

(2) The Board believes that the schools must be adequately staffed by competent personnel to achieve the educational objectives established for the schools. The Board, therefore, may from time to time approve staffing formulas which will create a sufficient number of positions to accomplish these objectives.

**History:** Revised 3-29-95, 5-17-95; 10-07-25

**Previous Coding:** Admin. Policy GCA, GDA, prior to May 1995; Admin. Policy 7.17, May 1995-August 1996

**Legal Ref.:** W.S. 40.02 (55), 63.30, 63.53, 119.18(10)

**Contract Ref.:** MTEA Contracts (Teachers, School Accountants, Educational Assistants); ASC; PAMPS Contract; Int'l. Union of Operating Engineers Local 950; District Council 48, Local 1616, Local 1053; Service Employees International Union, Local 150

**Cross Ref.:** Admin. Policy      2.03    Administrative Organization Plan  
                                 3.02    Budget Control  
                                 6.23    Recruitment and Hiring: Staff  
                                 7.25    Class Size

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