

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
March 16, 2007 - 8:00am
NEW BERLIN CITY HALL
3805 S. Casper Drive
Council Chambers

Please note: Minutes are unofficial until approved by the Civil Service Commission at their next regularly scheduled meeting.

Present: Commissioners Virginia Moths, Gary Gray, Helen Uhan
Also present: Patt Kure, Mike Holzinger, Karen Norb, Chad Tremmrow, Mark Schroeder, Dave Jeske, Don Ullman, Jon Stolz, Marilyn Gauger
Absent: Bernie Kramer, Kelly Parbs

Chairperson Moths called the meeting to order at 8:00 a.m.

APPROVAL OF MINUTES - July 21, 2006

Motion by Comm. Gary Gray to approve minutes
Second by Comm. Helen Uhan
Motion Approved Unanimously

REVIEW STATUS OF ITEMS FROM PAST AGENDAS/MEETINGS

No meeting happened to explain to employees the new changes. Human Resource Director was to hold meeting prior to any change going into effect. This meeting with employees was requested from Carlson Dettman upon the Common Council approval of the changes presented to them. In subsequent meeting Attorney Blum suggested that an employee meeting be held to explain to employees the new changes and this should happen before new salary levels go into effect.

Employees are very dissatisfied as there is no consistency and procedures are unclear. Employees have nothing to go on. There was no courtesy extended to employees letting them know of the changes. Consistency and fairness is requested by employees.

The points below were made:

- What happened to the 11-16, 11-17, 11-18, 11-19, 11-20, 11-21, 11-22. How did this get moved?
- New Salary range -- Employees salaries were stepped down without any prior notice. Decision was made by Human Resources. Banding is taken out of chapter 11. Decision Band Committee has not met in a long time. Human Resource Director is the one that calls meetings of the Decision Band Committee. No meetings have been called. People never saw agenda's. Is there a committee?
- What are the grievance procedures? Step 1 Supervisor, step 2 Human Resources, step 3 Civil Service. Time frame to bring forth to grievance? 7 calendar days to bring forth grievance? Can the 10 day exception be forfeited since we did not hear the presentation at all from Carlson Dettmann or Human Resources? Common Council approved the funding of Carlson Dettmann.
- Leave of absence without pay, leave of absence with pay, compensation, pay for performance pay plan, Decision Band Method Evaluation Committee, Fringe benefits for full-time employees, Fringe benefits for part-time employees. What's the procedure?
- What is the difference between general government policies and general administrative policy? This needs to be defined into a final manual.

- Regarding the appealing the salary grade—what's the 1st step. Submit to HR, Fill out a DBC form to committee for review?
- There are many unwritten policies and it is suggested that things should be tightened. Civil Service meetings should be announced by email to all Civil Service employees so that employees know when they are scheduled.

Where do we go from here? The Mayor does understand that there are lacking areas and he indicated that he will re-write the benefits portions missing and sign and date them.

We perhaps need to have a liaison from the Common Council to attend the meetings.

NEXT MEETING March 26th 8:00am

ADJOURN

Motion by Comm. Gary Gray to adjourn meeting.

Second by Comm. Gary Gray

Motion Approved Unanimously

9:05am

Submitted by Helen Uhan
Secretary, Civil Service Commission