

PROCEEDINGS OF THE  
CITY OF NEW BERLIN  
CIVIL SERVICE COMMISSION MEETING MINUTES  
May 24, 2007 - 8:00am  
NEW BERLIN CITY HALL, 3805 S. Casper Drive

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

Present: Commissioners Virginia Moths, Gary Gray, Bernie Kramer, Kelly Parbs, Helen Uhan  
Also present: Patt Kure, , Tammy Potkay

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

**APPROVAL OF MINUTES - May 10, 2007**

Motion by Comm. Gary Gray to approve minutes May 10, 2007 Second by Comm. Bernie Kramer  
Motion Approved Unanimously

**DISCUSSION OF "BENEFITS FOR REGULAR FULL TIME AND REGULAR PART TIME NON REPRESENTED EMPLOYEES"**

**BENEFITS FOR FULL TIME EMPLOYEES**

- C. Flexible Spending Account --- Add the words insurance premiums
- F. 2 Vacation--Add Department Head, Director of Human Resources and Mayor
- F. 3 Vacation--Leave the resignation/retirement at 2 weeks notice and add Department Head, Director of Human Resources and Mayor  
An New Vacation Table which adds extra vacation time is suggested by H.R. Director

COMP TIME: Detailing needed

Exempt (not legally entitled to comp time) details needed

Non Exempt (Hourly employees falling under the Fair Labor Standards Act) details needed.

Who can carry over

**BENEFITS FOR PART TIME EMPLOYEES**

- A: Health Insurance & *EAPis added*
- B. Added Flexible Spending Account
- E. Vacation
- E. 2 Vacation Add Department Head, Director of Human Resources and Mayor

**LEAVE OF ABSENCE WITHOUT PAY**

- B. Appointment to unclassified position--Add Department Head, Director of Human Resources and Mayor
- C Personal Leave of absence without pay--Add Department Head, Director of Human Resources and Mayor

**LEAVE OF ABSENCE WITH PAY**

- B. Bereavement Leave – Immediate Family 5 days with pay . Delete Fiancee  
Leave of Absence—Department Head, Director of Human Resources and Mayor should be added

**CARLSON DETTMAN REPORTS (3) REQUESTED**

NEXT MEETINGS: June 8, 2007 8:00am with Mayor

**ADJOURN**

Motion by Comm. Gary Gray to adjourn meeting. Second by Comm. Helen Uhan  
Motion Approved Unanimously

9:15 am

Submitted by Helen Uhan, Secretary, Civil Service Commission