

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
June 01, 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, Helen Uhan
Also present: Patt Kure, Tami Potkay, Marilyn Gauger, Sue Hanley, Don Ullman, Jim Hart, Chuck Trevorrow, Jan Gehr, Sherry Grant, Pat Herrmann
Absent: Kelly Parbs
Chairperson Moths called the meeting to order at 8:00 a.m.

APPROVAL OF MINUTES - May 24, 2007

Motion by Comm. Gary Gray to approve minutes. Second by Comm. Bernie Kramer
Motion Approved Unanimously

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

There is concern about just placing the vacation table (as suggested by Human Resource Director) into the benefits policy – should we recommend this new table with the added vacation benefit?

Comp Time Benefit: What is the exact procedure regarding comp time? Is there a form filled out and who gets to make the rules and decisions about carrying over comp time for the exceptions for when it is carried over and when is it not. What is the exact procedure H.R indicated it is under the FSLA guide-line. Recommended to put more language into how it is to be followed right into Chapter 11. The general feel by those present is that it is not needed to add any additional detail regarding Classified and Non Classified employees. It has been as it is for 20 years without any issue. Recommendation to the Mayor may be necessary with regards to the detail of the procedure ie. written request to H.R. and department head is the procedure and the approval level would be H.R. and Mayor.

How to handle changing the code: Attorney Blum suggested adding short ordinance to Chapter 11 employment policies including employment benefit issues would be approved by resolution by the Common Council. Policy would be in acceptable form and attach to single resolution where the council takes them up and approves the resolution. Any future amendments would have to receive council approval via another resolution to be effective. We would not need to revise ordinance but modify policies by common council resolution. We would then be able to change policies from time to time as the need arises.

The short resolution was prepared and given to Mayor to put policies into a resolution. H.R. Director indicated it was created and given to the Mayor. The wage and benefits ordinance resolution was given to Mayor Jack by H.R. Not approved by the council because it was never brought forth.

Were Chapter 11 Sec. 18, 19, 20 removed properly? Grievance procedure was changed correctly. Discipline was changed properly. H.R. thought that Suspension, Demotion, Investigation and Grievance were modified to include Carlson-Dettmann recommendations. In comparing the old document with the new it doesn't look like changes were made. City Clerk will help in determining what the updated version is. 2278 was approved and took care of Chapter 11.12a & 11.12c according to City Clerk and successfully changed. Ordinance to change Chapter 11 was done by Common Council. 2250 repealing section 11.15 -.22 was not adopted and is still there. Arbitrator indicated 18, 19, 20 needs to come out or the code in order to fix the arbitrator decision. Did the code go to the ordinance company if so is there a reference? At web site it does not show the ordinance or adoption date. In conclusion it was not done and is a record keeping error.

City Clerk was asked who has put forth changes to the code that would affect increase vacation? It has never been done by Civil Service Commission according to her. Civil Service Commission would recommend ordinance to the Common Council. Perhaps it needs to go to the Committee of the Whole. Then 3 readings. What is the final ordinance that we want to see? Common Council is not aware that 2250 is not adopted and is still there. Amend Civil Service chapter 11 and make the changes that we want to make (add flex time, vacations, comp time) put it in the code. Ordinance is law

NEXT MEETINGS: June 8, 2007 8:00am

ADJOURN 9:48 am

Motion by Comm. Gary Gray to adjourn meeting. Second by Comm. Bernie Kramer Motion Approved Unanimously

Submitted by Helen Uhan, Secretary, Civil Service Commission