

PROCEEDINGS OF THE  
CITY OF NEW BERLIN  
CIVIL SERVICE COMMISSION MEETING MINUTES  
July 20, 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: Marilyn Gauger  
Absent:  
Chairperson Moths called the meeting to order at 8:00 a.m.

**APPROVAL OF MINUTES July 13, 2007**

Motion by Commissioner Gary Gray to Approve Minutes, Second by Bernie Kramer  
Motion Approved Unanimously

**APPROVAL OF MINUTES June 29, 2007**

Motion by Commissioner Kelly Parbs to Approve Minutes, Second by Virginia Moths  
Motion Approved Unanimously

**DISCUSSION AND CHANGES TO CHAPTER 11**

11.9 No change

11.11 No change Causes for suspension, demotion and/or dismissal disciplinary approaches.

11.11 A Change to:

The following are examples, but not necessarily all inclusive, may-be included in General Administrative Policy, of kinds of actions that may initiate disciplinary procedures against an employee from the classified service of the City of New Berlin.

(1) Change to: Theft (See Ethics Policy)

(2) Change to: Insubordination

(3) Change to:

Refusing or failing to comply with city work rules, policies, city code or procedures. Included in Safety Policy & General Administrative Policy

(4) Change combine (4) & (5) to read:

Unexcused, unauthorized, or excessive absence or tardiness. See \* **Attendance Policy (is there one?)**

(5) now: Failure or inability to perform the essential functions of the assigned position.

(6) now: Reporting to work or working while under the influence of intoxicating beverages or a controlled substance or having possession of same during working hours.

(7) now: Offensive conduct or language.

(8) now: Provoking or instigating a fight or fighting during working hours

(9) now: Any violation of Chapter 28, Ethics, Code of

(10) (a-f) no change

(11) no change

(12) moved to (9) There is no longer (12)

11.11 B Discipline

(1) no change

(a) change: Verbal warning

(b) change: Written reprimand

(c) change Suspension without pay/demotion

(d) no change

(2) change to: The above discipline approach may be altered in certain circumstances and discipline may begin at the written reprimand, suspension, demotion or dismissal steps.

Next Meeting: July 27, 2007 8:00am

**ADJOURN:**

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

Motion Approved Unanimously

9:00 am

Submitted by Helen Uhan, Secretary, Civil Service Commission