

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES

September 21, 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, Pat Herrmann

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

APPROVAL OF MINUTES: August 10, 2007

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

APPROVAL OF MINUTES September 7, 2007

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

DISCUSSION OF EMPLOYEE EMAILED QUESTIONS:

It is agreed that we will no longer send out rough drafts to anyone outside of the Civil Service Commissioners.

We will be hearing from the Director of Human Resources next week regarding the Salary Matrix, and what the current compensation Plan is, along with what the “step” basis for salary increases are. The accurate wording for the current compensation plan will also be discussed. Discussion of the Decision Band Committee should also be discussed by Director of H.R. These items have already been emailed to the Director by Comm Moths. We need to find out about the Decision Band Committee. Who are its members, when do they meet, when did they last meet, what about minutes of their meetings and what is the plan now? Is there a paper trail from this committee? Pat Herrmann will inform the Director of these questions

Mandamus: Compel officials to act or not act in accordance to state statutes. We will be looking at this further at another meeting

DISCUSSION AND CHANGES TO CHAPTER 11

11-18 will be skipped for today

11-19 to fix it we need to remove 11-19 C1

Goal and Development & Evaluation Forms have been distributed (6/18/07). Not signed by the Mayor

Notice of Employees FMLA Rights has been distributed. Not signed by the Mayor

Equipment Disposal has been distributed. Signed by Mayor

Pay for Performance (the implementation of that program is now called Goal and Development Evaluation Forms. Does 11-19 C1 capture what this general administrative policy is? Are there any far reaching consequences in removing 11-19-C1. Where will it go?

11 21 is complete

11 22 is complete

11 23 Grievance

What matter could be grieved? Any matter concerning Civil Service Rules could be grieved.

11 23 A 3 Should the Mayor be added into the sentence: A meeting shall be scheduled and held scheduled within 14 calendar days of the submission of the written grievance between the aggrieved employees employee, the Department Head and the Director of Human Resources, *and/or the Mayor* in an attempt to resolve the matter. It was agreed that it will not be added

11 23 B Time extensions may be granted for extenuating circumstances as determined by the Director of Human Resources, **except for step 4, in which case the determination will be made by the Civil Service Commission.** (Bold is added)

NEXT MEETING: September 28 2007 8:00a.m.

ADJOURN: Motion by Kelly Parbs to adjourn meeting.

Second by Comm. Bernie Kramer

Approved Unanimously

Submitted by Helen Uhan, Secretary, Civil Service Commission