

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

September 28, 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, Bernard Kramer, Kelly Parbs, Helen Uhan

Also Present: Marilyn Gauger, Patt Kure, Tami Potkay, and others who's names I do not know

Excused Absent: Gary Gray

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

APPROVAL OF MINUTES: September 21, 2007

Motion by Commissioner Kelly Parbs to Approve Minutes. Second by Bernard Kramer Approved

PRESENTATION ON TOPICS COVERED IN SECTION 18, 19, & 20 OF THE CIVIL SERVICE CODE BY THE DIRECTOR OF HUMAN RESOURCES

Tami Potkay stated that the Goal and Development Evaluations in the General Administration Policy is not just a new form or method of carrying out the Pay for Performance, but a program that replaces the Pay for Performance plan in the Code. It is a new procedure, new form, new policy to replace Pay for Performance. The new plan does not include a salary matrix but salary ranges and salary steps.

Each salary range is made of steps and a merit increase component. Merit increases are attained after the employee reaches the midpoint of the salary range. They may either get a one or one and one-half step increase. The goal each year is to move a step until the midpoint is reached. The midpoint has always reflected the market. The goal is to get the employee to the market level. Also, steps are awarded to recognize performance and move the employee past the market midpoint.

The new pay plan was implemented on January 1, 2006, the Goal and Development Evaluations were implemented January 1, 2007. For 2006, the Pay for Performance was used with the new pay plan and rolled out to the employees at that time.

Are employees in-serviced on this new step plan? Do they understand the new Plan?

Human Resources Director has met with each Department Head regarding the new plan and then met with each department as a group to explain it.

Why is the Goal & Development Evaluation Policy Plan not signed & dated by the Mayor in January 2007?

Human Resources Director indicated that this new policy is signed and is on file in Human Resources, and that the policy that was distributed did not include the signature. We could see the signed & dated form in the Human Resources department after the meeting. Could the new form be distributed to everyone? The Commissioners are requesting that we see the signed form and that it be distributed to us.

The salary grade is a number - salary range is the actual money amounts. There are no salary grades now, just a numbering system for salary ranges. The Commission proposes the wording: Each salary grade has a corresponding salary range. Each salary range contains an associated minimum, midpoint and maximum.

11-18 Salary ranges for the Goal and Development Evaluation Policy Plan shall be established by the Common Council effective January 1 of each year. Salary range shall be established by a discretionary percentage as determined by the Common Council based on the market factors providing an incentive on an annual basis.

11-18 A Director of Finance (strike & Administration through out the paragraph)

11-18 B Director of Finance (strike Administration)

11-19 Goal and Development Evaluation Policy Plan & Salary Plan (New Title) **STILL UNDER DISCUSSION**

11-19 A okay as is

(1) okay as is

(2) okay as is

(3) okay as is

(4) change to:

To administer salaries through the use of an appraisal process and a decision band method evaluation procedure.

11 19 B Okay as is

11 19 B JOB SPECIFICATIONS Delete - it is not needed

11 19 B PAY FOR PERFORMANCE PAY PLAN Changed to **GOAL & DEVELOPMENT EVALUATION**

11 19 B POSITION Okay as is

11 19 B PROMOTION

With respect to the pay plan, a promotion is any change where the salary grade for the new classification is greater than for the classification from which the change is made. Okay as is

11 19 B RESPONSIBILITY Okay as is

11 19 B SALARY GRADE – No Decision has been made

Director of Human Resources would like to put together a proposal for the code regarding the 11 19 B Salary Grade since we feel it is so unclear and needs defining.

11 19 C1 will be dropped

DIRECTOR OF HUMAN RESOURCES REPORT

The proposed budget before the Common Council does not include any lay offs of any Civil Service Employees at this time. The Council is still meeting in their work sessions to discuss and tentatively approve.

In a future meeting a formal Decision Band Committee recommendation will be made on 3 positions for consideration and action of the Civil Service Commission and will then go to the Common Council.

The Civil Service Commission is requesting an Agenda of the DBC meeting be e-mailed to us, along with who is on the committee.

11 7 J Should be: Director of Community Development

NEXT MEETING: October 5, 2007 8:00a.m.

ADJOURN: Motion by Helen Uhan to adjourn meeting.

Second by Comm. Bernard Kramer

Approved Unanimously

Adjourned 9:03 a.m.

Submitted by Helen Uhan, Secretary, Civil Service Commission