

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
February 17, 2005 - 8:15am
NEW BERLIN CITY HALL
3805 S. Casper Drive
Conference Room "A/B"

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, Tami Potkay, Mayor Wysocki,

Chairperson Moths called the meeting to order at 8:15 a.m.

APPROVAL OF MINUTES - Feb. 03, 2005

Moved to March 17th 2005

DISCUSSION OF CIVIL SERVICE ROLE IN APPEAL PROCESS

The H.R. Director indicated that many steps are involved before any suspension, demotion, or dismissal is enacted upon. Manager goes to Human Resource Director. H.R. Director does review with appointing authority to determine what the reasonable level of discipline is. Most of the time the appointing authority will come to H.R. Director and explain the situation, discipline has been documented. If the problem is progressive, a progressive discipline is needed. There is always another city representative in the room, along with the appointing authority and employee.

Consequence is imposed by Human Resource Director along with the notification of employees' appeal rights specifically the 15 days for employee to invoke the right of the appeal process. The appointing authority is not involved in this procedure.

Regarding an immediate action requiring a dismissal of employee

For Immediate action situations, department heads are trained in how to appropriately deal with the management of personnel. The appointing authority may act on their own but not before consulting with human resources. Together they *may jointly* suspend, demote, or dismiss an employee.

The Commission is requesting H.R. Director to detail the procedure in place for handling Demotion, Suspension, and Dismissal at our next meeting. We need to understand the entire procedure - the internal workings from beginning to the end.

How have things been dealt with?

Oral reprimand

Written documentation or reprimand

Etc.

DISCUSSION OF City Attorney Mark Blum Feb. 15, 2005 letter

Questions for Mark Blum

1. Page 3, Paragraph 2, lines 4-6 Mr. "Carlson's language.....under the Wisconsin statutes."
Confusion over when the "consent" would happen. Would that mean the employee needs to consent up front? On a case by case basis? Upon appeal?
2. Does the city need to agree in the employees' decision to invoke the appeal process? We determined that the employee only makes that decision - the city is not involved. Are we correct in that determination?
3. Can CSC reinstate an employee by majority vote? With back pay, Without back pay?
4. Procedural issue --
Is full commission presence needed at appeal hearing with decision by majority vote?
Super Majority vote (2/3 vote)?

Next Meeting

March 17 2005 8:15am --

ADJOURN

Motion by Comm. Gary Gray

Second by Virginia Moths

Carried Unanimously

Submitted by Helen Uhan

Secretary, Civil Service Commission