

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
April 21, 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, and Helen Uhan

Also Present: Tami Potkay

Absent:

Chairperson Moths called the meeting to order at 8:17am

APPROVAL OF MINUTES – April 21, 2005

Motion by Comm. Gary Gray

Second by Comm. Kelly Parbs

Approved unanimously

PRESENTATION OF THE ACTUAL PROCESS OF PROGRESSIVE, POSITIVE DISCIPLINE

H.R. Director presented us with *The Seven Tests of Just Cause*, a document underwritten by the Cities and Villages Mutual Insurance Company. The city stands by the 7 Steps of Just Cause. Per the H.R. Director there is no other system in place.

H.R. Director indicated this document is not given to the employee but is used by the supervisor as part of the disciplinary process.

H.R. Director also provided us with the City of New Berlin Organizational Chart April 2005.

NEXT MEETING DATE: May 5, 2005 8:15 am

ADJOURN

Motion by Comm. Gary Gray

Second by Comm. Kelly Parbs

Approved unanimously

Meeting adjourned 9:12 am

Submitted by Helen Uhan

Secretary, Civil Service Commission