

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
January 18, 2008 – 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, Bernard Kramer, Kelly Parbs, Helen Uhan
Also Present: Marilyn Gauger, Tami Potkay, Mark Blum, Patt Kure and others

Chairperson Moths called the meeting to order at 8:00 am

APPROVAL OF MINUTES: December 7, 2007
Motion by Commissioner Bernie Kramer to Approve Minutes
Second by Helen
Approved Unanimously

DISCUSSION OF SUGGESTED CHANGES TO CURRENT DRAFT OF CHAPTER 11 BY MARK BLUM

11 2 B 2 *Administrative* is in place of stenographic

11 2 B 3 *Investigations* is in place of examinations

11 2 B 4 (b) Changed to read: *The Mayor in consultation with the Director of Human Resources shall establish documented personnel procedures for the City.*

11 2 B 4 (d) added *The Director of Human Resources will make aware of and distribute copies of all policies and procedures impacting Civil Service employees for the City of New Berlin including amendments thereto to the Civil Service Commission*

11 5 Section has up to date position title changes.

11 8 A 2 the word Council changed to *Mayor*

11 8 D 2 a It is necessary to check into the Executive Order before any changes are made

11 11 B 2 Question was asked about who determines what is in the best interest of the City?

It was suggested that this should be changed by adding *and City employees*

11 17 C added *Signed by licensed physician*

11 18 Compensation

Paragraph 1 sentence 2 The salary range adjustment etc. should be changed to read
That adjustment shall take into consideration market factors and the adjustment to the represented employee to avoid compression issues.

11 19 3 Added the words *system for Civil Service employees*

11 19 C (1) *Added Salary Ranges. The pay plan etc....* will be attached to Performance Evaluation Policy
Deleted all Classifications

11 21 A

is now *Health Insurance and EAP*

11 21 B Is now *Life Insurance/Accidental Death & Dismemberment Coverage.*

After the words term life insurance added *...and accidental death and dismemberment coverage...*

11 21 C Is now

Flexible Spending Account – Section 125. A voluntary benefit that allows employees to have dollars deducted from their paycheck on a pre-tax basis for qualifying expenses.

11 22 A Medical Insurance deleted and changed to: *Health Insurance and EAP*

the word share was changed to *bear the full*

11 22 B is now *Life Insurance Accidental Death and Dismemberment Coverage*. The City shall provide, at its sole expense, term life insurance.... Added the words *and accidental death and dismemberment*

11 22 C changed to read

Flexible Spending Account – Section 125. A voluntary benefit that allows employees to have dollars deducted from their paycheck on a pre-tax basis for qualifying expenses.

11 22 D 11 is now *Two floating holidays – prorated*

11 22 E 2 after to such vacation, was added: *provided at least two weeks notice is given to the Department Head, Director of Human resources and Mayor.*

11 22 H after employees: added *military leave, jury duty and benefits for full-time employees.*

11 22 H (1) deleted

11 22 H (2) deleted

11 23 B after Human Resources added: *except for step four, in which case the determination will be made by the Civil Service Commission.*

PRIVILEGE OF THE FLOOR

It was asked how employees should best respond to the Commissioners with comments after their review of the Chapter 11. We are suggesting that they email us with any questions, concerns or comments.

NEXT MEETING:

January 25, 2008 8:00 a.m.

ADJOURN:

Motion by Bernie Kramer to adjourn meeting. Second by Comm. Gary Gray Approved Unanimously 8:48 am

Submitted by Helen Uhan, Secretary, Civil Service Commission