

**City of New Berlin Civil Service Commission  
Minutes of the July 27, 2007 Meeting**

**Present:** Commissioners Gary Gray, Virginia Moths, Bernie Kramer  
**Excused:** Commissioners Helen Uhan and Kelly Parbs

Chairman Virginia Moths called the Civil Service Commission meeting to order at 8:00 AM.

**Revision of the July 13 minutes**

Minutes were revised to document the unanimous approval of the motions to close nominations for Chairperson and Secretary and the motions to approve the election of Chairperson and Secretary. Motion to revise minutes by Commissioner Gray and seconded by Commissioner Kramer. Approved unanimously.

**Approval of Minutes from July 20, 2007**

There were no minutes to approve.

**Discussion of rewriting Chapter 11**

There were several sections of 11-11 that are not addressed anywhere else in City Code, work rules, or General Administrative Policy. The Commissioners there believe it would be better to leave in Section 11-11 A and B. Several verbiage changes were suggested to cause the General Administrative Policy wording and the Code to more closely align:

11-11 (3) Refusing or failing to comply with department work rules and /or City work rules, policies, **City Code** or procedures.

- 11-11 B (1) (a) **Verbal** warning.  
(b) Written **reprimand**.  
(c) Suspension without pay/**Demotion**.  
(d) Dismissal.

Section 11-12 A, B, and C would remain the same.

Section 11-13A would remain the same.

Section 11-13 B (1) would change to **(4)**

Section 11-15 would remain the same.

Section 11-16 B Change sentence to read: Such leave shall be granted only if approved by the **Department Head, Supervisor** and Director of Human Resources.

Section 11-16 C Change sentence to read: This leave would be subject to evaluation and approval of the employee's **Department Head, Supervisor** and Director of Human Resources who may grant the leave up to 30 working days based on the individual's request.

Section 11-17 Change sentence to read: Leave of absence with pay, other than vacation, may be granted to any employee who has been engaged in the City service for a period of at least six months previous to the granting of such leave, for temporary physical disability or injury or other cause of absence which is considered by the Director of Human Resources as sufficient and legitimate **reason** for the employee's failure to be present and in attendance for his/her duties in accordance with the City's FMLA policy when applicable.

11-17 C. Change sentence to read: When the illness of an employee is such as may make it necessary to take a leave of absence of three or more continuous workdays, a statement shall be made to the Director of Human Resources in writing accompanied by a **written statement** from a licensed physician or other acceptable documentation stating the nature and severity of such illness;

Motion to adjourn meeting by Gary Gray, seconded to Bernie Kramer, carried unanimously at 9:05 am.

Submitted by Virginia Moths

