

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
September 7, 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, Kelly Parbs, Bernie Kramer and Gary Gray
Also Present: Marilyn Gauger, Patt Kure, Karen Nork, Nick Roethel, Pat Hermann and others
Excused Absent: Helen Uhan

Chairperson Moths called the meeting to order at 8:02 a.m.

APPROVAL OF MINUTES August 17, 2007

Minutes were amended to say that: Salary ranges actually were reduced, and to delete Karen Nork from those present.
Motion to approve amended minutes by Kelly Parbs, seconded by Gary Gray. Approved unanimously.

APPROVAL OF MINUTES August 24, 2007

Minutes were amended to say that Gary Gray was present.
Motion to approve amended minutes by Gary Gray, and seconded by Kelly Parbs. Approved unanimously.

DISCUSSION of Employee Emailed Questions

Question about why only seven of the nine positions suggested by Carlson Dettmann to be changed were changed. In answer: At a May 16, 2005 DBM committee meeting a recommendation was made to reband two positions to a higher level, and instead of being rebanded at the higher band, they were left at the current level and not lowered with the other seven.
Why didn't the May 16, 2005 recommendation come to the CSC?

The Mayor's response to the question of the status of the adjustment for the seven employees was discussed. The Commissioners would like to encourage the resolution of this matter before the end the 2008 budget process so as not to encounter problems with back pay and to plan for the possible increased salaries for the 2008 budget.

MOTION: The Civil Service Commission requests that it be made aware of and receive copies from the Human Resource department of all policies and procedures impacting Civil Service employees for the City of New Berlin including amendments thereto.
Motion to approve by Virginia Moths, seconded by Kelly Parbs, approved unanimously.
The verbiage will also be added to the code in Chapter 11:2 B (4) (d)

DISCUSSION OF SPREADSHEET AND MARKET COMPARISONS

The Commissioners will study the Spreadsheet and Market Comparisons for the next meeting.

DISCUSSION OF CHAPTER 11

Chapter 11:16 Changes to Leaves of Absence without Pay will be the same as stated in the July 27, 2007 minutes.
Chapter 11:17 Changes to Leave of Absence with Pay will include changes as stated in the July 27, 2007 minutes.
Chapter 11:17 D change to read: **Family Leave. Leave under this section is intended to follow state and federal Family and Medical Leave Act (FMLA) standards, both of which run concurrently. Employee may be eligible for pay for this leave as stated in the General Administrative Policy.**

11:17 E. (1) Add: **An employee may take additional days off by using personal or vacation time.**
G Add: **An employee shall be granted a leave of absence for a tour of military duty, National Guard or Reserve Forces duty or other qualifying military duty, pursuant to the Uniform Services Employment and Reemployment Rights Act (USERRA). Copies of the employee's orders must be submitted to the Human Resources Department in order to qualify for leave under this section.**

Human Resources will be consulted regarding 11:18 Compensation. Current status of salary matrix and incentive award needs to be addressed.

NEXT MEETING: September 14, 2007 8:00am

ADJOURN:

Motion by Comm. Kelly Parbs to adjourn meeting. Second by Comm. Gary Gray
Motion Approved Unanimously 8:57 am
Submitted by Virginia Moths