

**City of New Berlin Civil Service Commission
Minutes of the June 2, 2006 Meeting
Revised**

Present: Commissioners Kelly Parbs, Gary Gray, Virginia Moths

Also present: Mark Blum, Marilyn Gauger, Karen Nork, Patt Kure, Cheryl Bowers, John Stolz, Ralph Chipman

Excused: Commissioner Helen Uhan

Unexcused: Commissioner Bernie Kramer

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

Approval of Minutes

Minutes of the May 5 meeting could not be approved because they were not available.

Presentation Questions and Answer- Mark Blum

Mark Blum presented information about the Civil Service Code. The topics of the role of the Commissioners in both the handling of an appeal of a suspension, demotion or dismissal and the handling of a grievance were covered. Questions were asked about the interpretation of the Code in regards to equitable treatment and whether grievances may be filed when the process of an employment function is not applied appropriately. Specific questions:

How and who does an employee notify on the Civil Service Commission when the employee wishes to appeal a disciplinary action?

Do employees have clear and easy access to the knowledge of how to go about an appeal?

Is non-promotion an appealable action?

Who is in the closed hearing of an appeal?

Who pays for the lawyers?

Would the commission consider an issue of non-promotion or being lowered a grade level and salary pay?

What part does the decision band committee have in changing a position from one grade level to another?

Have they met recently?

Would the Civil Service Commission become involved if changes were not applied fairly?

What avenue is open to employees that feel only a few employees were selectively dropped a grade?

What is the time frame for filing a grievance?

Mark will research the employment procedures and address them at the next meeting.

Adjourn

Commissioner Gray moved and Commissioner Moths seconded the motion to adjourn. The motion carried unanimously and the meeting was adjourned at 9:10 AM.