

<b>WHO TO CONTACT</b>		
<b>Regarding Employment-Related Issues in the City of Milwaukee</b>		
<b>SUBJECT</b>	<b>CONTACT 1: Name, Phone and/or E-Mail</b>	<b>CONTACT 2: Name, Phone and/or E-Mail</b>
Affirmative Action Plan	Charles Coleman / x6210 cecole@milwaukee.gov	
American with Disabilities Act (ADA)	Charles Coleman / x6210 cecole@milwaukee.gov	Maria Monteagudo / x3335 mmonte@milwaukee.gov
Annual Report, <i>Fire &amp; Police Commission</i>	Joan Dimow / x5063 jdimow@milwaukee.gov	Mike Tobin / x5000 mtobin@milwaukee.gov
Anti-Harassment Policy, <i>City of Milwaukee</i>	Charles Coleman / x6210 cecole@milwaukee.gov	
Appeal Hearings – Disciplinary, <i>Fire &amp; Police Commission</i>	Steve Fronk / x5062 sfronk@milwaukee.gov	Mike Tobin / x5000 mtobin@milwaukee.gov
Appeal Hearings, <i>City Service Commission</i>	Maria Monteagudo / x3335 mmonte@milwaukee.gov	Barbara Hobl-Cecil / x3398 bhoblcc@milwaukee.gov
Appeals – Background Checks -- <u>Fire</u> , <i>Fire &amp; Police Commission</i>	Tim Keeley / x8154 tkeele@milwaukee.gov	Sue Liedtke / x5071 sliedt@milwaukee.gov
Appeals – Background Checks -- <u>Police</u> , <i>Fire &amp; Police Commission</i>	Michelle Stein / x5068 mstein@milwaukee.gov	Sue Liedtke / x5071 sliedt@milwaukee.gov
Appeals, <i>City Service Commission</i>	Barbara Hobl-Cecil / x3398 bhoblcc@milwaukee.gov	
Auxiliary Resource Program (ARP)	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Benefits, Exclusion from Employment	Crystal Owens / x2047 cowens@milwaukee.gov	Mike Brady / x2317 mbrady@milwaukee.gov
Benefits, <i>Non-Health</i>	Chuck Schumacher / x3394 cschum@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
City Service Commissioners – Rules of the Board	Maria Monteagudo / x3335 mmonte@milwaukee.gov	Barbara Hobl-Cecil / x3398 bhoblcc@milwaukee.gov
Classification Appeal Process ( <i>Hearings before the CSC or FPC</i> )	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Faranda Wragg / x3143 fwragg@milwaukee.gov
Classification Reports	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Faranda Wragg / x3143 fwragg@milwaukee.gov
Clerical Merit Increment Program	Katrina Whittley / x3380 kwhitt@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Commuter Value Pass Program	Therese Biernat / x8111 tbiern@milwaukee.gov	Edwin Reyes / x2988 ereyes@milwaukee.gov
Compensation	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Laura Sutherland / x3368 Sarah Trotter / x2398
Complaint Procedure, <i>Equal Opportunity</i>	Charles Coleman / x6210 cecole@milwaukee.gov	
Complaints, Citizen – <i>Fire &amp; Police Employees</i>	Cindy Janusz / 5055 cjanus@milwaukee.gov	Renee Keinert / x5072 rkeine@milwaukee.gov
Complaints, Citizen -- <i>Equal Rights Commission</i>	Charles Coleman / x6210 cecole@milwaukee.gov	
Complaints, General City Employees	Charles Coleman / x6210 cecole@milwaukee.gov	
Computer Skills Training	Judy Kammermann, x3650 jkamme@milwaukee.gov	
Contract Implementation Issues	Betty Schraith / x2358 eschra@milwaukee.gov	Joe Alvarado / x2105 jalvar@milwaukee.gov
Crime Reports	Joan Dimow / x5063 jdimow@milwaukee.gov	Renee Keinert / x5072 rkeine@milwaukee.gov

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Deferred Compensation, <i>Nationwide Retirement Solutions, Inc.</i>	414-276-2079 1-800-829-1183 <a href="http://www.milwaukee457.com">http://www.milwaukee457.com</a>	Elaine Bieszk, x5541 ebiesz@milwaukee.gov
Dental Insurance Benefits	Employee Benefits Division, x3184	<a href="http://www.milwaukee.gov/der">http://www.milwaukee.gov/der</a> Click on "Employee Benefits"
Direct Deposit	Forms available from departmental Payroll Assistants	Comptroller's Office / x2363
Displaced Employee Placement Program (DEPP)	Kathy Rauckman / x3396	Chuck Schumacher / x3394
Disciplinary (Pre-Disciplinary) Hearings (Loudermill Hearings), Requirements for	Betty Schraith / x2358 eschra@milwaukee.gov	Joe Alvarado / x2105 jalvar@milwaukee.gov
Diversity & Outreach, Office of	Charles Coleman / x6210 cecole@milwaukee.gov	
Eligible Lists, <i>Fire &amp; Police Departments</i>	Susan Liedtke / x5071 sliedt@milwaukee.gov	Sandy Scherer / x5066 cscher@milwaukee.gov
Eligible Lists, <i>General City</i>	Karen Kamla / x3395 kkamla@milwaukee.gov	Kathy Lalasz / x2946 klalas@milwaukee.gov
Emergency Procedures, City-Wide ( <i>Fire, Bomb Threats, Severe Weather Conditions</i> )	Len Moye (DPW) / x2145 lmoye@milwaukee.gov	Also posted on the MINT under "Health & Safety Services"
Employee Assistance Program (EAP)	Robert Schweitzer / x3145 Health Dept., ZMB–Room 315	Email: bschwe@milwaukee.gov
Employment Applications	<a href="http://www.milwaukee.gov/jobs">http://www.milwaukee.gov/jobs</a>	286-3751
Employment and Income Verification, <i>City employees</i>	"The Work Number" (Employer Code: <b>11692</b> ) Website: <a href="http://www.theworknumber.com">http://www.theworknumber.com</a> Proof of Employment? 1-800-367-5690 Proof of Employment <u>plus</u> Income? 1-800-367-2884 Verification by a Social Service Agency? 1-800-996-7566	
Equal Rights Commission	Charles Coleman / x6210 cecole@milwaukee.gov	
Ethics Code, <i>City of Milwaukee</i>	Board of Ethics, x8641 dnever@milwaukee.gov	<a href="http://www.milwaukee.gov/ethics">http://www.milwaukee.gov/ethics</a>
Exemption from Civil Service, Requests for	Sally Mc Attee / x8643 smcatt@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Fair Labor Standards Act (FLSA) – Policy Guidelines	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Sarah Trotter / x2398 strott@milwaukee.gov
Family & Medical Leave Act (FMLA), <i>Policies and Procedures</i>	Ellen Tangen / x8411, Asst City Atty etange@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Fire and Police Commission Meetings – <i>Agenda, Minutes of the Board</i>	Renee Keinert / x5072 rkeine@milwaukee.gov	<a href="http://www.milwaukee.gov/fpc">http://www.milwaukee.gov/fpc</a>
Fire and Police Commission, <i>Rules of the Board</i>	Renee Keinert / x5072 rkeine@milwaukee.gov	<a href="http://www.milwaukee.gov/fpc">http://www.milwaukee.gov/fpc</a>
Fire and Police Department Statistical Information	Joan Dimow / x5063 jdimow@milwaukee.gov	
Firefighter and Fire Entry Testing	Susan Liedtke / x5071 sliedt@milwaukee.gov	
Firefighter Promotional Testing	Tim Keeley / x8154 tkeele@milwaukee.gov	Susan Liedtke / x5071 sliedt@milwaukee.gov
Flexible Spending Accounts	Therese Biernat / x8111 tbiern@milwaukee.gov	Ed Reyes / x2988 ereyes@milwaukee.gov

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Grievance Procedures, <i>General City</i>	Troy Hamblin / x2108 thambl@milwaukee.gov	Betty Schraith / x2358 eschra@milwaukee.gov
Grievance Procedures: <i>Unions, Fire, Police</i>	Contact the union	
Health Insurance, <i>Active Employees</i>	Employee Benefits Division / x3184	<a href="http://www.milwaukee.gov/der">http://www.milwaukee.gov/der</a> click on "Employee Benefits"
Health Insurance, <i>Retired Employees</i>	Employes' Retirement System, x3557 789 N. Water Street, Suite 300	<a href="http://www.cmers.com">http://www.cmers.com</a>
Hiring Checklist, <i>General City</i>	Karen Kamla / x3395 kkamla@milwaukee.gov	Kathy Lalasz / x2946 klalas@milwaukee.gov
I-9 Forms	Kathy Lalasz / x2946 klalas@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
ID/Security Cards, <i>General City</i>	Gwen Bouras / x8222 gbouras@milwaukee.gov	
Injury Pay	Burma Hudson / x2935 bhudso@milwaukee.gov	Richard Reiter / x3546 rreite@milwaukee.gov
Internet, Department of Employee Relations ❖ <a href="http://www.milwaukee.gov/der">http://www.milwaukee.gov/der</a> ❖ Email: <a href="mailto:emprel@milwaukee.gov">emprel@milwaukee.gov</a>	Judy Kammermann, x3650 jkamme@milwaukee.gov	
Internet, Fire and Police Commission ❖ <a href="http://www.milwaukee.gov/fpc">http://www.milwaukee.gov/fpc</a> ❖ Email: <a href="mailto:fpc@milwaukee.gov">fpc@milwaukee.gov</a>	Joan Dimow, x5063 jdimow@milwaukee.gov	Renee Keinert, x5072 rkeine@milwaukee.gov
Internship Program	Sally Mc Attee / x8643 smcatt@milwaukee.gov	
Intranet, City of Milwaukee, "The MINT"	<a href="http://mint.milwaukee.gov">http://mint.milwaukee.gov</a>	
Job Classification Codes	Faranda Wragg / x3143 fwragg@milwaukee.gov	
Job Description Form (CS-25)	Faranda Wragg / x3143 fwragg@milwaukee.gov	<a href="http://www.city.milwaukee.gov/der/CompensationServ">http://www.city.milwaukee.gov/der/CompensationServ</a>
Job Descriptions, Guidelines for Preparing	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Faranda Wragg / x3143 fwragg@milwaukee.gov
Job Evaluation Process	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Laura Sutherland / x3368 Sarah Trotter / x2398
Job Hotline, City ( <i>24-hour recorded message, updated weekly</i> )	286-5555	<a href="http://www.milwaukee.gov/der">http://www.milwaukee.gov/der</a>
Layoffs, <i>Non-Represented &amp; Management</i>	Chuck Schumacher / x3394 cschum@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Layoffs, <i>Union</i>	Betty Schraith / x2358 eschra@milwaukee.gov	Joe Alvarado / x2105 jalvar@milwaukee.gov
Leave Donor Forms, Instructions, Procedures: <i>Local 61</i>	Katrina Whittle / x3380 kwhitt@milwaukee.gov	
Life Insurance	Kathy Wozniak / x2183 kwozni@cmers.com	Carol Krenzke / x2173 ckrenz@cmers.com
Long-Term Disability Program	Michael Brady / x2317 <b>OR</b> Therese Biernat / x8111	Edwin Reyes / x2988 ereyes@milwaukee.gov
Management Pay Plan	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Laura Sutherland / x3368 Sarah Trotter / x2398
Management Performance Planning & Review	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Laura Sutherland / x3368 Sarah Trotter / x2398

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Medical Benefits, <b>Active Employees</b>	Michael Brady / x2317 mbrady@milwaukee.gov	Katrina Whittley / x3380 kwhitt@milwaukee.gov
Medical Benefits, <b>Retired Employees</b>	Employes' Retirement System, x3557 789 N. Water Street, Suite 300	<a href="http://www.cmers.com">http://www.cmers.com</a>
Medical Exams & Drug Screenings, Pre-Employment – <b>Fire Department</b>	Tim Keeley / x8154 tkeele@milwaukee.gov	Susan Liedtke / x5071 sliedt@milwaukee.gov
Medical Exams & Drug Screenings, Pre-Employment – <b>General City</b>	Karen Kamlah / x3395 kkamla@milwaukee.gov	Kathy Lalasz / x2946 klalas@milwaukee.gov
Medical Exams & Drug Screenings, Pre-Employment – <b>Police Department</b>	Michelle Stein / x5068 mstein@milwaukee.gov	Susan Liedtke / x5071 sliedt@milwaukee.gov
Military Leave/Training	Chuck Schumacher / x3394 cschum@milwaukee.gov	
Milwaukee County, Human Resources Department	414-278-4143	24-hour hotline: 414-278-5321
Milwaukee Public Schools	414-475-8393 (switchboard)	
M-Steps, Engineering Merit Increment Program	Katrina Whittley / x3380 kwhitt@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
New Employee Orientation	Tim Keeley / x8154 tkeele@milwaukee.gov	Judy Kammermann / x3650 jkamme@milwaukee.gov
Office Support Continuing Education Incentive Program ( <i>Form ER-300</i> )	Katrina Whittley / x3380 kwhitt@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Open Records Requests, <i>Fire and Police</i>	Cindy Janusz / 5055 cjanus@milwaukee.gov	Renee Keinert / x5072 rkeine@milwaukee.gov
Open Records Requests, <i>General City</i>	Maria Monteagudo / x3335 mmonte@milwaukee.gov	Sally Mc Attee / x8643 smcatt@milwaukee.gov
OSHA, <i>City of Milwaukee</i>	Burma Hudson / x2935 bhudso@milwaukee.gov	
Overtime, FLSA Status	Sarah Trotter / x2398 strott@milwaukee.gov	Faranda Wragg / x3143 fwragg@milwaukee.gov
Pension	Employes' Retirement System, x3557 789 N. Water Street, Suite 300	<a href="http://www.cmers.com">http://www.cmers.com</a>
Performance Improvement Plans	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Charles Coleman / x6210 cecole@milwaukee.gov
Personnel Requisitions	Karen Kamlah / x3395 kkamla@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Physical and Environmental Demands Checklist	Kathy Lalasz / x2946 klalas@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Police Officer and Police Entry Testing	Susan Liedtke / x5071 sliedt@milwaukee.gov	Michelle Stein / x5068 mstein@milwaukee.gov
Police Promotional Testing	Sandy Scherer / x5066 cscher@milwaukee.gov	Susan Liedtke / x5071 sliedt@milwaukee.gov
Probationary Periods, Requests to Extend, <i>Fire and Police Employees</i>	Renee Keinert / x5072 rkeine@milwaukee.gov	
Probationary Periods, Requests to Extend, <i>General City</i>	Sally Mc Attee / x8643 smcatt @milwaukee.gov	Maria Monteagudo / x3335 mmonte@milwaukee.gov
Probationary Report Procedures, <i>General City</i>	Marie Pettigrew / x2949 mpetti@milwaukee.gov	
Promotions Under Civil Service Rule IV	Chuck Schumacher / x3394 cschum@milwaukee.gov	Karen Kamlah / x3395 kkamla@milwaukee.gov

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Public Safety Report	Joan Dimow / x5063 jdimow@milwaukee.gov	
Qualified Medical Support Notices	Katrina Whittley / x3380 kwhitt@milwaukee.gov	
Reappointment Guidelines, <i>Fire &amp; Police</i>	Renee Keinert / x5072 rkeine@milwaukee.gov	<a href="http://www.milwaukee.gov/fpc">http://www.milwaukee.gov/fpc</a>
Recalls, <i>General City</i>	Chuck Schumacher / x3394 cschum@milwaukee.gov	
Recruiting, <i>Firefighter and Police Officer</i>	Marti Cargile / x8767 mcargi@milwaukee.gov	David Heard / x5064 dheard@milwaukee.gov
Reinstatement After Resignation	Karen Kamlah / x3395 kkamla@milwaukee.gov	Barb Hobl-Cecil / x3398 bhoblc@milwaukee.gov
Relocation Expense Reimbursement Guidelines	Sally Mc Attee / x8643 smcatt@milwaukee.gov	Tim Keeley / x8154 tkeele@milwaukee.gov
Residency Ordinance Compliance	Maria Monteagudo / x3335 mmonte@milwaukee.gov	
Retirement ( <i>Pension</i> )	Employees' Retirement System, x3557 789 N. Water Street, Suite 300	<a href="http://www.cmers.com">http://www.cmers.com</a>
Safety, Employee ( <i>General City</i> )	Burma Hudson / x2935 bhudso@milwaukee.gov	Verna Baker / x2217 vbaker@milwaukee.gov
Safety Prescription Glass Policy	Burma Hudson / x2935 bhudso@milwaukee.gov	Verna Baker / x2217 vbaker@milwaukee.gov
Salary Ordinance, Maintenance of	Faranda Wragg/ x3143 fwragg@milwaukee.gov	
Security – City Hall 1. Life Threatening 2. Non-Life Threatening (after 7:30 am)	1. Emergency, 9-911 2. Treasurer's Office, x4219 <b>or</b> Mayor's Security Staff, x5522	Also posted on the MINT under "Health & Safety Services"
Self-Service for City Employees	Katrina Whittley / x3380 kwhitt@milwaukee.gov	Crystal Owens / x2047 cowens@milwaukee.gov
<p>To access, an employee <b>must</b> use their 6-digit employee ID number and a password. <b><u>To request or reset a new password,</u></b> they must send an email from home or work to <a href="mailto:askmint@milwaukee.gov">askmint@milwaukee.gov</a> and include their #Employee ID number. The ID number is displayed on the upper middle box of the payroll checks. Go to <a href="http://www.city.milwaukee.gov/der/benefits/SelfService">http://www.city.milwaukee.gov/der/benefits/SelfService</a> for more information.</p>		
Seniority Rights	Chuck Schumacher / x3394 cschum@milwaukee.gov	
Sexual Harassment, Policy/Complaints	Charles Coleman / x6210 cecole@milwaukee.gov	
Sick Leave Control Guidelines	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	
Social Security, W2 Verification	Comptroller's Office / x2967	JoAnn Nelson / x2320
Testing	Sally Mc Attee / x8643 smcatt@milwaukee.gov	Sandy Scherer / x5066 cscher@milwaukee.gov
Testing Accommodations, <i>General City</i>	Kathy Verfurth / x3374 kverfu@milwaukee.gov	Karrin Farrenkopf / x2018 kfarre@milwaukee.gov
Training & Development Services	Judy Kammermann / x3650 jkamme@milwaukee.gov	Andrea Knickerbocker, x3387 aknick@milwaukee.gov
Training & Testing Room (B-6) Scheduling	Judy Kammermann / x3650 jkamme@milwaukee.gov	Marti Cargile / x8767 mcargi@milwaukee.gov
Transfer Lists, <i>General City</i>	Karen Kamlah / x3395 kkamla@milwaukee.gov	Kathy Lalasz / x2946 klalas@milwaukee.gov

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Travel Expense Reimbursement – <i>for Candidates</i>	Sally Mc Attee / x8643 smcatt@milwaukee.gov	Tim Keeley / x8154 tkeeley@milwaukee.gov
Tuition Benefit/Reimbursement Program	Judy Kammermann / x3650 jkamme@milwaukee.gov	Andrea Knickerbocker, x3387 Aknick@milwaukee.gov
Unemployment Compensation Appeals, <i>City</i>	Laura Sutherland / x3368 lsuthe@milwaukee.gov	
Unemployment Compensation, State of Wisconsin (Madison office)	608-232-0678	<a href="http://www.dwd.state.wi.us/ui/">http://www.dwd.state.wi.us/ui/</a>
Unemployment Compensation, State of Wisconsin (Milwaukee office)	414-438-7713	<a href="http://www.dwd.state.wi.us/ui/">http://www.dwd.state.wi.us/ui/</a>
Union Information, Activity, Notification Requirements and Representation	Troy Hamblin / x2108 thambl@milwaukee.gov	Betty Schraith / x2358 eschra@milwaukee.gov
Visual Organizational Inventory (VOI)	Faranda Wragg/ x3143 fwragg@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Website Maintenance, Dept. of Employee Relations: <a href="http://www.milwaukee.gov/der">http://www.milwaukee.gov/der</a>	Judy Kammermann / x3650 jkamme@milwaukee.gov	
Website Maintenance, Fire and Police Commission: <a href="http://www.milwaukee.gov/fpc">http://www.milwaukee.gov/fpc</a>	Joan Dimow / x5063 jdimow@milwaukee.gov	Renee Keinert, x5072 rkeine@milwaukee.gov
Wellness Promotion	Laura Sutherland, x3368 lsuthe@milwaukee.gov	Mike Brady / x2317 mbrady@milwaukee.gov
Worker's Compensation, <i>City Employees</i>	General #: 286-2020	Burma Hudson, x2935 Nilsa Rosado-Jurkiewicz, x3510
Worker's Compensation, State of Wisconsin – Requests for Appeals, Booklets and Forms	Milwaukee, 414-227-4382 Madison, 608-266-2041	<a href="http://www.dwd.state.wi.us/wc">http://www.dwd.state.wi.us/wc</a>
Workplace Violence Prevention Policy	Charles Coleman / x6210 cecole@milwaukee.gov	