

WHO TO CONTACT		
Regarding Employment-Related Issues in the City of Milwaukee		
SUBJECT	CONTACT 1: Name, Phone and/or E-Mail	CONTACT 2: Name, Phone and/or E-Mail
Affirmative Action Plan	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	www.milwaukee.gov/der/OfficeOfDiversity
American with Disabilities Act (ADA) www.milwaukee.gov/der/Policies	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	Maria Monteagudo / x3335 mmonte@milwaukee.gov
Annual Report, <i>Fire and Police Commission</i>	Kristin Kappelman / x5057 kkappe@milwaukee.gov	Mike Tobin / x5054 mtobin@milwaukee.gov
Anti-Harassment Policy, <i>City of Milwaukee</i> www.milwaukee.gov/der/Policies	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	www.milwaukee.gov/der/OfficeOfDiversity
Appeal Hearings – Disciplinary, <i>Fire and Police Commission</i>	Cindy Janusz / x5055 cjanus@milwaukee.gov	Mike Tobin / x5054 mtobin@milwaukee.gov
Appeal Hearings, <i>City Service Commission</i>	Maria Monteagudo / x3335 mmonte@milwaukee.gov	Nola Devereaux / x3398 nodever@milwaukee.gov
Appeals – Background Checks -- <u>Fire</u> , <i>Fire and Police Commission</i>	Tim Keeley / x8154 tkeele@milwaukee.gov	Sue Liedtke / x5071 sliedt@milwaukee.gov
Appeals – Background Checks -- <u>Police</u> , <i>Fire and Police Commission</i>	Michelle Stein / x5068 mstein@milwaukee.gov	Sue Liedtke / x5071 sliedt@milwaukee.gov
Appeals, <i>City Service Commission</i>	Nola Devereaux / x3398 nodever@milwaukee.gov	www.milwaukee.gov/der/csc
Auxiliary Resource Program (ARP)	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Benefits, Exclusion from Employment	286-3184	
Benefits, <i>Non-Health</i>	Chuck Schumacher / x3394 cschum@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
City Service Commissioners – <i>Rules of the Board</i> (www.milwaukee.gov/der/csc)	Maria Monteagudo / x3335 mmonte@milwaukee.gov	Nola Devereaux / x3398 nodever@milwaukee.gov
Classification Appeal Process (<i>hearings before the City Service Commission or the Fire and Police Commission</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 www.milwaukee.gov/der/forms	Katrina Whittley / x3380 kwhitt@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
COBRA Coverage	Crystal Owens / x2047	
Commuter Value Pass Program www.milwaukee.gov/der/Benefits2010	Therese Biernat / x8111 tbiern@milwaukee.gov	Edwin Reyes / x2988 ereyes@milwaukee.gov
Compensation www.milwaukee.gov/der/compensation	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Laura Sutherland / x3368 Sarah Trotter / x2398
Complaint Procedure, <i>Equal Opportunity</i>	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	
Complaints, Citizen – <i>Fire and Police Employees</i>	Cheryl Patané / 6249 cpatan@milwaukee.gov	Susan Bodden, x6345 sbodde@milwaukee.gov
Complaints, Citizen -- <i>Equal Rights Commission</i>	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	
Complaints, <i>General City Employees</i>	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	
Computer Skills Training www.milwaukee.gov/der/Training	Judy Kammermann, x3650 jkamme@milwaukee.gov	

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Contract Implementation Issues	Joe Alvarado / x2105 jalvar@milwaukee.gov	Nicole Fleck / x3371 nfleck@milwaukee.gov
Contracts, Union	www.milwaukee.gov/der/LaborContracts	
Crime Reports	Kristin Kappelman / x5057 kkappe@milwaukee.gov	Joan Dimow / x5063 jdimow@milwaukee.gov
Deferred Compensation, <i>Nationwide Retirement Solutions, Inc.</i>	414-276-2079 / 1-800-829-1183 www.milwaukee457.com	Elaine Bieszk, x5541 ebiesz@milwaukee.gov
Dental Insurance Benefits www.milwaukee.gov/der/Benefits2010	Kathy Rauckman / x2974	Medical Benefits, x3184
Direct Deposit Forms (C-457R4)	www.milwaukee.gov/der/Forms	Comptroller's Office / x2363
Displaced Employee Placement Program (DEPP)	Megan Kemmerling / x3396 mkemme@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Disciplinary (<i>Pre-Disciplinary</i>) Hearings (<i>Loudermill Hearings</i>), Requirements for	Troy Hamblin / x2108 thamb@milwaukee.gov	Nicole Fleck / x3371 nfleck@milwaukee.gov
Diversity & Outreach, Office of www.milwaukee.gov/der/OfficeOfDiversity	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	
Eligible Lists, <i>Fire and Police Departments</i>	Susan Liedtke / x5071 sliedt@milwaukee.gov	Sandy Scherer / x5066 cscher@milwaukee.gov
Eligible Lists, <i>General City</i>	Karen Kamlah / x3395 kkamla@milwaukee.gov	
Emergency Procedures, City-Wide (<i>Fire, Bomb Threats, Severe Weather Conditions</i>)	Matthew Mortwedt Matthew.Mortwedt@milwaukee.gov	Also posted on the MINT under "Health & Safety Services"
Employee Assistance Program (EAP) www.milwaukee.gov/der/EAP	Cris Zamora / x3145 DER, City Hall, Room 701	
Employment Applications	www.milwaukee.gov/jobs	286-3751 / 286-5555
Employment and Income Verification, <i>City of Milwaukee employees only</i>	"The Work Number" (Employer Code: 11692) Website: http://www.theworknumber.com 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 www.milwaukee.gov/der/erc	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	Maria Monteagudo / x3335 mmonte@milwaukee.gov
Ethics Code, <i>City of Milwaukee</i>	Board of Ethics, x8641 ethics@milwaukee.gov	www.milwaukee.gov/ethics
Exemption from Civil Service, Requests for	Sally Mc Attee / x8643 smcatt@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
Fair Labor Standards Act (FSLA) – <i>Policy Guidelines</i>	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>	www.milwaukee.gov/fpc	Renee Keinert / x5072 rkeine@milwaukee.gov
Fire and Police Commission, <i>Rules of the Board</i>	www.milwaukee.gov/fpc	Renee Keinert / x5072 rkeine@milwaukee.gov
Fire and Police Department Statistical Information	Kristin Kappelman / x5057 kkappe@milwaukee.gov	Joan Dimow / x5063 jdimow@milwaukee.gov

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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
Forms for City Employees	www.milwaukee.gov/der/forms	
Furlough Policy, Mandatory	Maria Monteagudo / x3335 mmonte@milwaukee.gov	www.milwaukee.gov/der/Policies
Garnishment Hotline (<i>only for City employees</i>)	414-286-2492	
Grievance Procedures, <i>General City</i>	Troy Hamblin / x2108 thambl@milwaukee.gov	Nicole Fleck / x3371 nfleck@milwaukee.gov
Grievance Procedures: <i>Unions, Fire, Police</i>	<i>Contact your union</i>	
Health Insurance, <i>Active Employees</i> www.milwaukee.gov/der/Benefits2010	Employee Benefits Division / x3184	
Health Insurance, <i>Retired Employees</i>	Employees' Retirement System, x3557 789 N. Water Street, Suite 300	www.cmers.com
Hiring Checklist, <i>General City</i>	Karen Kamlah / x3395 kkamla@milwaukee.gov	
I-9 Forms	Megan Kemmerling / x3396 mkemme@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov
I.D./Security Cards, <i>General City</i>	Edith Greene / x3408 Edith.Greene@milwaukee.gov	Matthew Mortwedt Matthew.Mortwedt@milwaukee.gov
Injury Pay	Burma Hudson / x2935 bhudso@milwaukee.gov	Richard Reiter / x3546 rreite@milwaukee.gov
Internet, <i>Department of Employee Relations</i> ❖ www.milwaukee.gov/der ❖ Email: emprel@milwaukee.gov	Judy Kammermann, x3650 jkamme@milwaukee.gov	
Internet, <i>Fire and Police Commission</i> ❖ www.milwaukee.gov/fpc ❖ Email: fpc@milwaukee.gov	Kristin Kappelman / x5057 kkappe@milwaukee.gov	Renee Keinert, x5072 rkeine@milwaukee.gov
Internship Program	Sally Mc Attee / x8643 smcatt@milwaukee.gov	
Intranet, City of Milwaukee, "The MINT"	http://mint.milwaukee.gov	
Job Classification Codes	Faranda Wragg / x3143 fwragg@milwaukee.gov	
Job Description Form (CS-25) www.milwaukee.gov/der/compensation	Faranda Wragg / x3143 fwragg@milwaukee.gov	
Job Descriptions, <i>Guidelines for Preparing</i>	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 of Milwaukee <i>only</i> <i>24-hour recorded message (updated weekly)</i>	414-286-5555	www.milwaukee.gov/jobs
Layoffs, <i>Non-Represented and Management</i>	Chuck Schumacher / x3394 cschum@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov

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Layoffs, <i>Union</i>	Nicole Fleck / x3371 nfleck@milwaukee.gov	Joe Alvarado / x2105 jalvar@milwaukee.gov
Leave Donor Forms, Instructions, Procedures: <i>Local 61</i>	Katrina Whittley / x3380 kwhitt@milwaukee.gov	
Life Insurance	Employees' Retirement System 414-286-3557	www.cmers.com 789 N. Water Street, Suite 300
Long-Term Disability Program www.milwaukee.gov/der/Benefits2010	Michael Brady / x2317 OR Therese Biernat / x8111	Edwin Reyes / x2988 ereyes@milwaukee.gov
Management Pay Plan www.milwaukee.gov/der/Compensation	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
Medical Benefits, Active Employees www.milwaukee.gov/der/Benefits2010	414-286-3184	
Medical Benefits, Retired Employees www.cmers.com	Employees' Retirement System 414-286-3557	789 N. Water Street, Suite 300
Medical Exams & Drug Screenings, Pre-Employment – Fire Department	Tim Keeley / x8154 tkeele@milwaukee.gov	Susan Liedtke / x5071 sliedt@milwaukee.gov
Medical Exams & Drug Screenings, Pre-Employment – General City	Karen Kamlah / x3395 kkamla@milwaukee.gov	
Medical Exams & Drug Screenings, Pre-Employment – Police Department	Michelle Stein / x5068 mstein@milwaukee.gov	Susan Liedtke / x5071 sliedt@milwaukee.gov
Military Leave/Training	Chuck Schumacher / x3394 cschum@milwaukee.gov	www.milwaukee.gov/der/forms
Milwaukee County, Human Resources Department	414-278-4143	24-hour hotline: 414-278-5321
Milwaukee Public Schools	414-475-8393 (<i>switchboard</i>)	www.milwaukee.k12.wi.us
M-Steps, Engineering Merit Increment Program (www.milwaukee.gov/der/forms)	Katrina Whittley / x3380 kwhitt@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
New Employee Orientation http://mint.milwaukee.gov	Marti Cargile / x8154 mcargi@milwaukee.gov	Judy Kammermann / x3650 jkamme@milwaukee.gov
Office Support Continuing Education Incentive Program (<i>Form ER-300</i>)	Judy Kammermann / x3650 jkamme@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	414-286-3557 789 N. Water Street, Suite 300	Employees' Retirement System www.cmers.com
Performance Improvement Plans	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov
Personnel Requisitions	Karen Kamlah / x3395 kkamla@milwaukee.gov	Chuck Schumacher / x3394 cschum@milwaukee.gov

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SUBJECT	CONTACT 1: Name, Phone and/or E-Mail	CONTACT 2: Name, Phone and/or E-Mail
Physical and Environmental Demands Checklist	Chuck Schumacher / x3394 cschum@milwaukee.gov	
Police Officer and Police Entry Testing	Susan Lietdke / x5071 sliedt@milwaukee.gov	Michelle Stein / x5068 mstein@milwaukee.gov
Police Promotional Testing	Sandy Scherer / x5066 cscher@milwaukee.gov	Susan Lietdke / x5071 sliedt@milwaukee.gov
Policies, <i>City of Milwaukee</i>	www.milwaukee.gov/der/policies	
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
Public Safety Report	Joan Dimow / x5063 jdimow@milwaukee.gov	www.milwaukee.gov/fpc
Qualified Medical Support Notices	Vaughn Brooks / x2178 vbrook@milwaukee.gov	
Reappointment Guidelines, <i>Fire and Police</i>	Renee Keinert / x5072 rkeine@milwaukee.gov	
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	Nola Devereaux / x3398 nodever@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	www.cmers.com
Safety, Employee (<i>General City</i>) http://mint.milwaukee.gov	Burma Hudson / x2935 bhudso@milwaukee.gov	Verna Baker / x2217 vbaker@milwaukee.gov
Safety Prescription Glass Policy http://mint.milwaukee.gov	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 or 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

To access, an employee **must** use their 6-digit employee ID number and a password. **To request or reset a new password**, click on the following link: www.Milwaukee.gov/FMISpasswordhelp
For more information on Employee Self-Service, go to www.city.milwaukee.gov/der/Benefits2010/SelfServ

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Seniority Rights	Chuck Schumacher / x3394 cschum@milwaukee.gov	
Sexual Harassment, Policy/Complaints	Rebecca Reyes-Duke / x6210 rrduke@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 www.milwaukee.gov/der/Training	Judy Kammermann / x3650 jkamme@milwaukee.gov	Andrea Knickerbocker, x3387 aknick@milwaukee.gov
Training and 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	
Travel Expense Reimbursement (<i>for Candidates</i>)	Sally Mc Attee / x8643 smcatt@milwaukee.gov	Tim Keeley / x8154 tkeeley@milwaukee.gov
Tuition Benefit/Reimbursement Program www.milwaukee.gov/der/TuitionBenefit	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	www.dwd.state.wi.us/ui/
Unemployment Compensation, State of Wisconsin (Milwaukee office)	414-438-7713	www.dwd.state.wi.us/ui/
Union Information, Activity, Notification Requirements and Representation	Troy Hamblin / x2108 thambl@milwaukee.gov	Joe Alvarado / x2105 jalvar@milwaukee.gov
Visual Organizational Inventory (VOI) www.milwaukee.gov/der/Compensation	Faranda Wragg/ x3143 fwragg@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Website Maintenance, Dept. of Employee Relations: www.milwaukee.gov/der	Judy Kammermann / x3650 jkamme@milwaukee.gov	
Website Maintenance, Fire and Police Commission: www.milwaukee.gov/fpc	Kristin Kappelman / x5057 kkappe@milwaukee.gov	Renee Keinert, x5072 rkeine@milwaukee.gov
Wellness Promotion www.milwaukee.gov/der/Benefits2010	Laura Sutherland, x3368 lsuthe@milwaukee.gov	Mike Brady / x2317 mbrady@milwaukee.gov
Worker's Compensation, <i>City Employees</i>	General Office: 286-2020	Burma Hudson, x2935 Nilsa Rosado-Jurkiewicz, x3510
Worker's Compensation, State of Wisconsin – <i>Requests for Appeals, Booklets and Forms</i>	Milwaukee, 414-227-4382 Madison, 608-266-2041	www.dwd.state.wi.us/wc
Workplace Violence Prevention Policy	Rebecca Reyes-Duke / x6210 rrduke@milwaukee.gov	www.milwaukee.gov/der/Policies