



Department of Public Works  
Infrastructure Services Division

**Jerrel Kruschke, P.E.**  
Interim Commissioner of Public Works

**Kevin J. Muhs, P.E., AICP**  
City Engineer

**Timothy J. Thur, P.E.**  
Infrastructure Administration Manager

December 21, 2023

City Service Commission  
Department of Employee Relations  
City Hall, Room 706  
200 E. Wells Street  
Milwaukee, WI 53202

Dear Board of City Service Commissioners

Request: Reinstatement Request - Joshua Kaufman

Pursuant to Rule X, Section 8, a request has been received from Joshua Kaufman to be reinstated to his former position, Engineering Technician I, with the City of Milwaukee Department of Public Works – Infrastructure Services Division.

The Department is in support of Mr. Kaufman's reinstatement.

If you have any questions, please contact Karen Biernat at (414) 296-5677 or [kabier@milwaukee.gov](mailto:kabier@milwaukee.gov).

Thank you for your consideration.

Kind Regards,



Kevin Muhs  
City Engineer

Cc: Tim Thur, Andrew Simons, and Kurt Sprangers



Department of Employee Relations  
200 E. Wells Street, Room 706  
Milwaukee, WI 53202-3554

**REQUEST FOR REINSTATEMENT**

Rule X, Section 8 of the City Service Rules allows individuals who resigned or took a voluntary demotion, and were in good standing with their department, to request reinstatement. Requests must be approved by the department to which the former employee wants to be reinstated. Requests made more than three years from the date of separation must also be approved by the City Service Commission. An employee may only be appointed by reinstatement twice.

Applicants for reinstatement must submit this form and a Reinstatement Request Application to the Department of Employee Relations. Both documents are required in order to be considered for reinstatement.

Applicants are notified when a request is approved or denied. If approved, and the position previously held is currently vacant with an intent by the department to fill it, the individual has rights to that position. If an appropriate vacancy does not exist, the individual's name is placed on a reinstatement list for that title, and sent notices for interviews as other vacancies occur. Reinstatement lists are active for two years, but may be extended by the City Service Commission. Candidates being considered for placement via reinstatement will be subject to a conviction record review and satisfactory completion of a pre-placement testing, if required.

At the time of reappointment, the individual shall receive salary, service credit towards benefits, and job class seniority. Job class seniority is determined by City Service Rules. *The CSC policy on reinstatement does not address employee's ERS contributions or benefits. Employees who are reinstated must contact the Employees' Retirement System directly in regard to their pension contributions or benefits.*

Benefits Restored Upon Reinstatement	
Salary	Same salary as at time of resignation or to the minimum of the pay range, whichever is greater.
Service Credit Toward Vacation Accrual	Service credit is adjusted to reflect the absence from service.
Service Credit Toward Job Class Seniority	Job class seniority is adjusted to reflect the absence from service.
Sick Leave Balance	Restored to balance at time of resignation.

**WHEN REQUESTING REINSTATEMENT, YOU MUST PROVIDE THE FOLLOWING INFORMATION (type or print legibly):**

Name: Joshua Kaufman

Address

Phone No.

Employee ID

Date of Separation from Service: January 12, 2019

Reinstatement to which Department & Division: DPW Infrastructure

Reinstatement to which Job Title: Engineering Technician

Department & Division Where Last Employed: DPW Infrastructure

*I have read and understand the information above. I am requesting that my name be placed on the reinstatement list for the Job Title listed above.*

Signature

12/1/2023

Date

**YOU MUST ATTACH A COMPLETED REINSTATEMENT APPLICATION TO THIS REQUEST  
ALL REINSTATEMENT REQUESTS MUST BE SENT TO [DERcertification@Milwaukee.gov](mailto:DERcertification@Milwaukee.gov).**



Jerrell Kruschke, P.E.  
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.  
Director of Administrative Services

Department of Public Works  
Administration

December 14, 2023

Harper Donahue  
Employee Relations Director  
City Hall, Room 706  
200 E. Wells Street  
Milwaukee, WI 53202

Re: Request for Reinstatement: **Joshua Kaufman**

Dear Director Donahue,

I am writing to inform you of the Department's position regarding the reinstatement of **Joshua Kaufman**.

The Department of Public Works is in support of **Joshua Kaufman's** reinstatement to the title of **ENGINEERING TECHNICIAN I**.

If you have any questions, please contact me at 414-286-3307.

Sincerely,

DocuSigned by:

*Dan Thomas*

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Dan Thomas, M.P.A., J.D.

DPW Administrative Services Director

C: Kurt Sprangers  
Tim Thur  
Karen Biernat  
Josh Stratton  
Shannon Goodwin  
Andrew Simons  
File