

CITY OF MILWAUKEE
BOARD OF CITY SERVICE COMMISSIONERS

Exhibit 1

NOTICE OF PRE-EMPLOYMENT
CONTROLLED SUBSTANCES/DRUG TEST
REQUIREMENT AND CONSENT FORM

All candidates for employment under the jurisdiction of the City of Milwaukee Board of City Service commissioners who are conditionally offered employment must successfully pass a pre-employment controlled substance/drug test as a condition of employment.

I consent to urine sample collection and testing for controlled substances by no later than the end of the 2nd business day after the date that a conditional offer and acceptance of employment at a site determined by the City. I understand that if a screening test indicates a positive result, a separate confirming test will be performed on the same sample.

All test results will be reported to Medical Review Officer (MRO) who will maintain the results of any controlled substances/drug test. All negative and positive test results will be reported by the MRO to the City. If the test results are positive, the controlled substance(s)/drug(s) will be identified in the MRO's report to the City which will be held in confidence. The results of the test(s) will not be released to any other parties without my written authorization.

I understand that the consequences of a confirmed positive test result or failure to submit to testing are that the hiring process will be terminated, the conditional offer to employment withdrawn and I will be removed from any list of eligibility for employment. Failure or refusal to submit to testing means any of the following:

1. Refusal or failure to sign this consent form.
2. Refusal or failure to appear at the designated collection site within 2 business days after the date that I accepted an offer of conditional employment.
3. Refusal or failure to provide an adequate urine sample (45ml), obstruction of or refusal to cooperate with the controlled substances/drug testing procedures and/or the MRO and/or otherwise adulterate the sample.

I understand the above conditions and hereby agree to comply with them.

Karla Thomsen Karla Thomsen 01/19/17
 (Applicant's name -- print or type) (Applicant's signature) (Date)

TO BE COMPLETED BY INTERVIEWER

Network Manager Municipal Court
 (Position Offered) (Department/Division)

January 31, 2017 4:00 pCOT January 31, 2017 4:15 CDT
 (Date/Time of Offer) (Date/Time Offer Accepted)

January 31, 2017 4:22 p CDT Judith M. Kimble
 (Date/Time DER Notified of Offer - Interviewer Signature
 Send email to group.hirenotify@milwaukee.gov
 with name, job title, date & time offer was accepted)

Exhibit A

Employee Regulations And Benefits 350-242

2. **ELIGIBILITY.** An employee who is not subject to the rules of the city service commission under s. 63.27, Wis. Stats., shall not be covered by this section. A regularly-appointed employee, having passed probation, may use the grievance procedure established by the department of employee relations when he or she receives an unpaid suspension of one to 15 days. An eligible employee who receives a second suspension within 6 months of a former one, independent of the length of the second suspension, may file an appeal with the city service commission in accordance with rule XIII, section 2, of the civil service rules if he or she chooses to contest the discipline.

3. **PROCEDURE.** Employees and supervisors shall make every reasonable effort to resolve any concerns, questions, or misunderstandings that have arisen from the imposition of discipline before filing grievances. The department of employee relations shall develop and administer a grievance procedure that includes a final independent review of the circumstances of the grievance and determine whether the disciplinary action was reasonable under the circumstances. An independent reviewer shall make these determinations and shall have the authority to either affirm, reduce or set aside associated disciplinary actions.

4. **REPORTS.** The city service commission shall receive an annual report of the grievances filed and resolved under this section..

350-242. Nature of Employee Regulations and Benefits. Except to the extent that the city provides otherwise in a collective bargaining agreement lawfully entered into pursuant to the Wisconsin municipal employment relations act, none of the provisions in ch. 350 of the code are intended to give rise to or create, and none of the provisions in ch. 350 should be construed by any individual employee or any group of employees as giving rise to or creating, any contractual rights or any vested rights or interests of any kind whatsoever, and all such provisions are subject to modification or revocation by the common council at any time.

350-243. Relocation Expense Reimbursement. City departments may pay relocation expenses on a reimbursement basis from their budgets for non-local candidates selected for department head, deputy department head or other city positions for which recruitment outside the local area is required in order to attract a representative pool of well-qualified candidates provided:

1. This decision is based on the quality of that candidate versus the local candidates being considered and whether the individual's acceptance of the position is contingent upon payment of relocation expenses.

2. Such expenses are a cost of filling a position vacancy and may be financed from vacancy savings or other savings in departmental budgets.

3. The allowable reimbursement for relocation expenses shall not exceed 10% of the midpoint of the salary range of the person being hired.

4. The payment is appropriate and necessary and made in accordance with appropriate procedural guidelines developed by the department of employee relations and approved by common council resolution.

5. The department of employee relations, with the concurrence of the chair or vice chair of the finance and personnel committee, authorizes payment of relocation expenses.

6. That requests for payment of relocation expenses are made no later than 90 days after the actual move of the person being hired.

7. That requests for payment of relocation expenses are sent to the director of employee relations who shall forward them to the chair or vice-chair of the finance and personnel committee.

350-244. Relocation Expense Reimbursement for Nursery Manager. The department of public works may make a relocation expense reimbursement to any employee of the department who is promoted to or hired for the position of nursery manager and is required to live at the city nursery as a condition of his or employment. The payment of the relocation expense reimbursement shall be in accordance to the conditions specified under s. 350-243-2 to 7.



**CITY OF MILWAUKEE
MUNICIPAL COURT**

Derek C. Mosley, Presiding Judge
Branch 2

Valarie A. Hill, Judge
Branch 1

Phillip M. Chavez, Judge
Branch 3

Sheldyn M. Himle
Chief Court Administrator

Jane E.T. Isio
Assistant Court Administrator

January 31, 2017

Maria Montegudo, Director
Department of Employee Relations
200 East Wells Street
Milwaukee, WI 53202

Exhibit 2

Dear Ms. Montegudo,

Today, I made an offer to fill our vacant Network Manager position. This position is in the 1GX classification range and has been vacant since November.

I am requesting authority to provide our candidate with \$5,000 for relocation expenses, since they currently live in Connecticut.

As you know, attracting skilled IT professionals can be a challenge. The offer made and accepted (contingent on passing the pre-employment medical exam) is at the minimum of the salary range. We were lucky to have a qualified candidate who has the training and experience we need, without having had the benefit of a typically, larger IT salary.

I am eager to fill this position, since this interim has caused a need to double up responsibility for the Court's Assistant Court Administrator. The candidate has requested a start date that is eight weeks out. Having talked with the candidate, I'm aware that the relocation expense is likely to shorten that time to six weeks, and possibly four.

Since the salary is at the minimum, the Court does have the funds available in the 2017 Budget allocation to cover the one-time relocation expense.

All help you can lend to expediting this request and filling the vacancy is greatly appreciated. Please contact me if you have any questions regarding this matter.

Thank you.

Sheldyn M. Himle
Chief Court Administrator

Himle, Sheldyn

From: Monteagudo, Maria
Sent: Thursday, February 09, 2017 10:41 AM
To: Himle, Sheldyn
Subject: RE: Request for Relocation Expense Reimbursement

Exhibit 3

Sheldyn, you should make the request for reimbursement of up to 10% of the midpoint of the range. That is the max that is allowed by ordinance. The actual reimbursement will be for actual qualifying expenses in accordance to the guidelines. I am ok with the request but Alderwoman Coggs needs to approve it as well. I can draft the letter for her approval once I have your final request and the candidates' application.

From: Himle, Sheldyn
Sent: Thursday, February 02, 2017 11:47 AM
To: Monteagudo, Maria
Cc: Urban, Kristin
Subject: Request for Relocation Expense Reimbursement

Greetings,

My apologies for any confusion. I tried to recall the earlier transmission but see it went through to each of you. I hope it's not too late to make this change.

I have redrafted the request letter for a couple reasons:

- To increase the request from \$5,000 to \$7,000
- To improve the written request by providing more information

I'm increasing the request because during my initial conversation with the candidate she told me it had cost her about \$4,000 to move from Milwaukee to Groton, CT. What she did not tell me, until this morning, was that she had a lot of help from family and friends during that move. She has begun looking at the cost of getting movers to manage this return, which will get her here sooner, and the costs are closer to \$7,000.

I realized AFTER I sent the first request that I could have provided more information, to help the process along.

<< File: Letter requesting authority for relocation expense for Karla Thomsen.pdf >>

Thank you!

Ms Sheldyn M. Himle
Chief Court Administrator
Milwaukee Municipal Court
#3820



**CITY OF MILWAUKEE
MUNICIPAL COURT**

Derek C. Mosley, Presiding Judge
Branch 2

Valarie A. Hill, Judge
Branch 1

Phillip M. Chavez, Judge
Branch 3

Sheldyn M. Himle
Chief Court Administrator

Jane E.T. Islo
Assistant Court Administrator

February 9, 2017

Maria Monteagudo, Director
Department of Employee Relations
200 East Wells Street
Milwaukee, WI 53202

Exhibit 4

Dear Ms. Monteagudo,

On Tuesday, I made an offer to fill our vacant Network Manager position. This position is in the 1GX classification range (\$66,434.68 – 93,009.80) and has been vacant since November.

I am requesting authority, by way of Chapter 350-243 of the Milwaukee Code of Ordinances, to provide our candidate with a relocation expense reimbursement, since she currently lives in Connecticut. With the midpoint of the salary range being \$79,722, 10% of that would be \$7,972. I would ask for approval to provide a reimbursement for no more than \$7,972 for expenses that qualify.

As you know, attracting skilled IT professionals can be a challenge. The offer made and accepted is at the minimum of the salary range. We were lucky to have a qualified candidate (who has now passed the pre-employment exam) that has the training and experience we need, without having had the benefit of a typically, larger IT salary.

I am eager to fill this position, since this interim has caused a need to double up responsibility for the Court's Assistant Court Administrator. The candidate has requested a start date that is eight weeks from the acceptance date of January 31. Having talked with the candidate, I'm aware that the relocation expense reimbursement can shorten that time to six weeks, and possibly four.

Since the salary is at the minimum of the range, and the retired incumbent was almost at the midpoint, the Court does have the funds available in the 2017 Budget allocation to cover the one-time relocation expense reimbursement.

All help you can lend to expediting this request and filling the vacancy is greatly appreciated. Please contact me if you have any questions regarding this matter.

Thank you.

Sheldyn M. Himle
Chief Court Administrator

Exhibit 6

From: Tigress222 Knt [<mailto:karla.thomsen@gmail.com>]

Sent: Wednesday, February 08, 2017 9:53 AM

To: Himle, Sheldyn

Subject: Written Offer

Good Morning Sheldyn,

I hope you are doing well today! Can you send me a written copy of the job offer with the projected (subject to approval) travel pay included? That will help me continue to get things completed on my end.

Thanks!

Karla



**CITY OF MILWAUKEE
MUNICIPAL COURT**

Derek C. Mosley, Presiding Judge
Branch 2

Valarie A. Hill, Judge
Branch 1

Phillip M. Chavez, Judge
Branch 3

Sheldyn M. Himle
Chief Court Administrator

Jane E.T. Islo
Assistant Court Administrator

February 10, 2017

Ms. Karla Thomsen
VIA EMAIL (karla.thomsen@gmail.com)

RE: Confirmation of Accepted Offer
Network Manager – Municipal Court

Exhibit 7

Dear Ms. Thomsen:

Please accept this letter as confirmation of your acceptance of the offer of employment for the position of Network Manager at the Municipal Court and verification of the details of the position.

As discussed, the offer was contingent upon your passing the pre-employment medical examination and drug screening, which you subsequently completed and passed on February 2, 2017.

Being new to City employment, you must complete an electronic Form I-9. This must be done just before – and no later than – your first day of work. I will send you the instructions for completing the form via email at karla.thomsen@gmail.com as we get closer to your start date.

As discussed with Sheldyn Himle, and based on how soon you are able to relocate to the Milwaukee area, your start date will be either March 13 or March 27, 2017.

Your starting salary will be \$66,434.68 if you establish a residence in the City of Milwaukee; the non-City resident starting salary is \$64,804.74.

In addition, we have requested and will allocate up to \$7,000.00 to cover qualifying expenses for your relocation. Please note that the City pays these on a reimbursement basis and you will need to submit receipts and/or other documentation to substantiate them.

Per City Service Rules, you will need to pass a 1-year probationary period before this becomes a permanent appointment.

Finally, for more information regarding the employment benefits offered by the City of Milwaukee, you may call the Department of Employee Relations at (414) 286-3751.

In the meantime, should you have any questions or concerns regarding any of this information, please do not hesitate to contact me.

We look forward to working with you!

Very truly yours,


Jane E. T. Islo
Assistant Court Administrator

Himle, Sheldyn

Exhibit 8

From: Monteagudo, Maria
Sent: Monday, February 20, 2017 10:56 AM
To: Himle, Sheldyn
Subject: RE: Reimbursement for Relocation expense

Can I get a copy of her acceptance letter? Her app has a Franklin address.

From: Himle, Sheldyn
Sent: Monday, February 20, 2017 10:17 AM
To: Monteagudo, Maria
Subject: RE: Reimbursement for Relocation expense

I think that's her goal. She is aware of the salary rates based on residency or non-residency. We spelled it out in her acceptance of employment letter.

From: Monteagudo, Maria
Sent: Monday, February 20, 2017 10:16 AM
To: Himle, Sheldyn
Subject: RE: Reimbursement for Relocation expense

Is she moving to Milwaukee?

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Himle, Sheldyn" <shimle@milwaukee.gov>
Date: 2/20/17 10:13 AM (GMT-06:00)
To: "Monteagudo, Maria" <MMONTE@milwaukee.gov>
Subject: RE: Reimbursement for Relocation expense

I will make her aware. Thanks!

From: Monteagudo, Maria
Sent: Monday, February 20, 2017 8:33 AM
To: Himle, Sheldyn
Subject: RE: Reimbursement for Relocation expense

I have a meeting with her this morning, I will let you know. Does she know she has to get 3 quotes for the move?

From: Himle, Sheldyn
Sent: Monday, February 20, 2017 7:33 AM

To: Monteagudo, Maria
Subject: RE: Reimbursement for Relocation expense

Thank you. I know it's a reimbursement. I wanted to be sure it will be approved so I can assure my new hire. If she can count on it, she is will to engage movers (greater expense than doing it herself), in order to step up her arrival time here.

I appreciate your efforts.

S-

From: Monteagudo, Maria
Sent: Friday, February 17, 2017 3:13 PM
To: Himle, Sheldyn
Subject: RE: Reimbursement for Relocation expense

She has to pay for it and then get reimbursed. It is not an advancement. It has not been approved. I meet with her (Coggs) next week.

From: Himle, Sheldyn
Sent: Friday, February 17, 2017 11:34 AM
To: Monteagudo, Maria
Cc: Urban, Kristin
Subject: Reimbursement for Relocation expense

Greetings,

I am touching base to see if the request submitted on February 9, for relocation expense reimbursement for Karla Thomsen (our incoming Network Manager) has been approved? She might be able to move up her March 27 start date with the City, if she has the funds to engage a moving company to pack and move for her.

Thank you!

Ms Sheldyn M. Himle
Chief Court Administrator
Milwaukee Municipal Court
#3820

Himle, Sheldyn

From: Monteagudo, Maria
Sent: Thursday, April 20, 2017 12:00 PM
To: Thomsen, Karla
Cc: Himle, Sheldyn
Subject: RE: Relocation Reimbursement

Exhibit 9

Karla;

Thanks for reaching out. What you need to know is that the statement "we will allocate" means that the Muni Court will hold the funding for reimbursement but that does not mean it will be approved. The approval process requires a member of the Council and I to review the request and determine if it should be approved based on the circumstances and the requirements of the legislation. The ordinance that deals with this is in the process of being changed. So at this time we are unable to approve it. I may have some updates for you by the end of May.

Maria Monteagudo
Employee Relations Director

From: Thomsen, Karla
Sent: Thursday, April 20, 2017 9:55 AM
To: Monteagudo, Maria
Subject: Relocation Reimbursement

Good Morning Maria,

This morning Sheldyn Himle told me that you are not reimbursing new employees at the moment, but it is subject to change. As part of my Accepted offer, and one of the reasons I accepted this position, there is a signed document stating "we will allocate up to \$7,000" to cover expenses for your relocation. I was told to adhere to IRS guidelines in regards to saving receipts during the trip.

Because of this, I am in debt and need some clarification. Let me know when you will be able to reimburse me for this move.

Thanks!

<< File: Confirmation of Accepted Offer Letter - Thomsen, Karla.pdf >>

Karla Thomsen
Network Manager
City of Milwaukee | Municipal Court

(o) 414-286-3836
(f) 414-286-3615

<http://city.milwaukee.gov/municourt>