WHO TO CONTACT

Regarding Employment-Related Issues in the City of Milwaukee

Subject & Website	Primary Contact (414-286-XXXX unless otherwise noted)	Backup Contact (414-286-XXXX unless otherwise noted)
American with Disabilities Act (ADA)/ADAAA milwaukee.gov/DER/PoliciesProcedures	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Anti-Harassment Policy milwaukee.gov/DER/PoliciesProcedures	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Alternative Work Arrangements milwaukee.gov/DER/PoliciesProcedures	Katherine Holiday / x6210 kholid@milwaukee.gov	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov
Appeals, City Service Commission milwaukee.gov/DER/csc	Elizabeth Moore / x3398 elmoor@milwaukee.gov	Jackie Q. Carter / x3335 jacart@milwaukee.gov
Auxiliary Resource Program milwaukee.gov/DER/PoliciesProcedures	Kristin Urban / x8643 krurban@milwaukee.gov	Aisha Hendree/ x5456 aihendr@milwaukee.gov
Background Checks: Guidelines on Conducting Pre-Employment Background Checks milwaukee.gov/DER/PoliciesProcedures	Kristin Urban / x8643 krurban@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Benefits, Exclusion from Employment Benefits	Nicole Fleck /x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov
Benefits, Medical/Dental (active employees and dependents) milwaukee.gov/DER/Benefits	Employee Benefits Division /x3184 DerBenefits@milwaukee.gov	
Benefits, Retirees cmers.com	Employees' Retirement System (ERS) 789 N. Water Street, Suite 300	414-286-3557 **or** 800-815-8418 norm@cmers.com
City Service Commissioners – Rules of the Board milwaukee.gov/DER/csc	Elizabeth Moore / x3398 elmoor@milwaukee.gov	Jackie Q. Carter / x3335 jacart@milwaukee.gov
Classification Appeal Process (hearings before the City Service Commission and the Fire and Police Commission)	DERClassification@milwaukee.gov	Andrea Knickerbocker / x3387 aknick@milwaukee.gov
Classification Reports	DERClassification@milwaukee.gov	Sarah Sinsky / x5075 sasinsk@milwaukee.gov
COBRA Coverage	Employee Benefits Division /x3184 DerBenefits@milwaukee.gov	
Commuter Value Pass milwaukee.gov/DER/Benefits	Employee Benefits Division /x3184 DerBenefits@milwaukee.gov	
Compensation, City Employees milwaukee.gov/der/Compensation	Andrea Knickerbocker / x3387 aknick@milwaukee.gov	Sarah Sinsky / x5075 sasinsk@milwaukee.gov
Compliance Training	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Contract Implementation Issues	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov
Contracts, Union milwaukee.gov/DER/PoliciesProcedures/LaborContracts	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov

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Deferred Compensation Plan, City of Milwaukee milwaukee.gov/Deferred-Compensation-Plan.htm Email: defcom@milwaukee.gov	Kimberly Kuehn / x5541 kakueh@milwaukee.gov	Deborah Whitfield/x5541 dewhit@milwaukee.gov
Displaced Employee Placement Program (DEPP)	Aisha Hendree/x5456 aihendr@milwaukee.gov	Katherine Holiday/x6210 kholid@milwaukee.gov
Discipline and Grievance Procedure for General City Employees, including Disciplinary (Pre-Disciplinary) Hearings	Reilly Krohe/x2178 rekroh@milwaukee.gov	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov
Dispute Resolution Procedure	Reilly Krohe/x2178 rekroh@milwaukee.gov	Nicole Fleck/x3371 Nicole.M.Fleck@milwaukee.gov
Donor Program, Accrued Time Off and Form milwaukee.gov/DER/benefits/Donor-Leave-Program-Accrued-Time-Off	Johnnie Nelson/ x2358 jnelson@milwaukee.gov	Katherine Holiday/x6210 kholid@milwaukee.gov
Drug and Alcohol Policy for General City Employees, including onside testing	Johnnie Nelson/ x2358 jnelson@milwaukee.gov	Katherine Holiday/x6210 kholid@milwaukee.gov
Elections: Compensation Policy for City Employees Working at the Polls on Election Day	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	
Eligible Lists, General City	Veronica Wilson/x3395 verwilso@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Emergency Procedures, City-wide (Fire, Bomb Threats, Severe Weather Conditions) posted on the MINT under "Health & Safety Services"	Ahmed Abubaker/x5591 Ahmed.Abubaker@milwaukee.gov	
Employee Assistance Program (EAP) milwaukee.gov/DER/EAP	Cris Zamora / x3145 czamora@milwaukee.gov	
Employee Resource Groups milwaukee.gov/ERG	Karleen Cortés /x8757 kcorte@milwaukee.gov	Kobena-Marcus J Collins/x8767 kmjcoll@milwaukee.gov
Employment, City of Milwaukee milwaukee.gov/DER/jobs	Job Hotline: 414-286-5555	StaffingInfo@milwaukee.gov
Employment and Income Verification, City of Milwaukee employees milwaukee.gov/worknumber	The Department of Employee Relations does not provide verifications; please use The Work Number: 1-800-367-5690 Employer Code: 11692	
Employees' Retirement System (ERS) cmers.com	Employees' Retirement System (ERS) 789 N. Water Street, Suite 300	414-286-3557 or 800-815-8418 norm@cmers.com
Ethics Code, City of Milwaukee milwaukee.gov/Ethics	Board of Ethics / x8641 ethics@milwaukee.gov	
Exemption from Civil Service, Requests for milwaukee.gov/DER/PoliciesProcedures	Kristin Urban / x8643 krurban@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Fair Labor Standards Act (FLSA) – Policy Guidelines	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe/x2178 rekroh@milwaukee.gov
Family and Medical Leave Act (FMLA), Policies and Procedures milwaukee.gov/DER/PoliciesProcedures	Johnnie Nelson / x2358 jnelson@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov

Federal and State Posters, Required milwaukee.gov/DER/PoliciesProcedures/FedStatePosters	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Flexible Spending Program (FSA) Ameriflex milwaukee.gov/DER/benefits/FSA	(888) 868-3539 service@myameriflex.com	
Fraud, Waste and Abuse Hotline milwaukee.gov/Comptroller/fraudhotline	x3440 hotline@milwaukee.gov	
Funeral Leave milwaukee.gov/DER/benefits/Funeral-Leave	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	
Grievance Procedures – Workplace Safety, General City milwaukee.gov/DER/PoliciesProcedures/Forms	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov
Healthy Rewards Program – Workforce Health milwaukee.gov/healthyrewards	414-777-3410	cityofmilwaukee@froedtert.com
Health Appraisal- Workforce Health milwaukee.gov/WYCM	414-777-3410	cityofmilwaukee@froedtert.com
Hiring Packet/Toolbox, General City milwaukee.gov/EmployeeResources4571/Hiring-Packet.htm	Veronica Wilson/ x3395 verwilso@milwaukee.gov	
Holiday Pay milwaukee.gov/HolidayPay	Veronica Wilson/x3395 verwilso@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
I-9 Form and Instructions (new hires and rehires)	Aisha Hendree/x5456 aihendr@milwaukee.gov	
ID/Security Cards, General City employees	x3408 dpwsecurityrequest@milwaukee.gov	
Injury Pay milwaukee.gov/InjuryPay	wcaadjusting@milwaukee.gov	
Job Classification Codes milwaukee.gov/der/Compensation	Alana Sitek / x3650 asite@milwaukee.gov	Megan Kemmerling/x3396 mkemme@milwaukee.gov
Job Descriptions (study/develop) milwaukee.gov/der/Compensation	DERClassification@milwaukee.gov	Sarah Sinsky/x5075 sasinsk@milwaukee.gov
Jury Duty milwaukee.gov/JuryDuty	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	
Layoffs, Non-Represented and Management	Aisha Hendree/x5456 aihendr@milwaukee.gov	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov
Layoffs, Union	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov
Leave of Absence (Medical): Notice Required when Separating Employees Upon Expiration of A Medical Leave of Absence milwaukee.gov/DER/PoliciesProcedures/Forms	Katherine Holiday/x6210 kholid@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Life Insurance cmers.com	Employees' Retirement System (ERS) 789 N. Water Street, Suite 300	414-286-3557 or 800-815-8418 norm@cmers.com
Long-Term Disability Program (LTD) milwaukee.gov/DER/benefits/Long-Term-Disability-LTD	Employee Benefits Division /x3184 DerBenefits@milwaukee.gov	

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Media Inquiries	Karleen Cortés /x8757 or (414) 708-5794 kcorte@milwaukee.gov	
Medical Exams and Drug Screenings, Pre-Employment, General City	Aisha Hendree / x5456 aihendr@milwaukee.gov	
Meet and Confer for new policy and work rules	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov
Military Training/Leave milwaukee.gov/DER/benefits/Military-LeaveTraining	Megan Kemmerling / x3396 mkemme@milwaukee.gov	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov
New Employee Orientation (non-sworn personnel) milwaukee.gov/NEO	Aisha Hendree / x5456 aihendr@milwaukee.gov	
Open Records Requests, General City	Karleen Cortés /x8757 kcorte@milwaukee.gov	emprel@milwaukee.gov
OSHA, City of Milwaukee	Angie Ogan / x5131 anogan@milwaukee.gov	Jennifer Evans / x3510 jevan@milwaukee.gov
Overtime, FLSA Status	Sarah Sinsky/x5075 sasinsk@milwaukee.gov	Andrea Knickerbocker/x3387 aknick@milwaukee.gov
Paid Parental Leave milwaukee.gov/DER/PoliciesProcedures	Johnnie Nelson / x2358 jnelson@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Pay Administration (Rates of pay following personnel transaction)	Sarah Sinsky/x5075 sasinsk@milwaukee.gov	Megan Kemmerling/x3396 mkemme@milwaukee.gov
Pension/Retirement, City of Milwaukee employees cmers.com	Employees' Retirement System (ERS) 414-286-3557 **or** 800-815-8418 norm@cmers.com	
Performance Improvement Plans milwaukee.gov/der/Compensation	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Personnel Requisitions	Veronica Wilson/ x3395 verwilso@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Pharmacy Manager, OptumRx milwaukee.gov/DER/benefits/OptumRx-Pharmacy-Manager	1-800-841-4901 myuhc.com	
Probationary Periods, Requests to Extend, General City	Elizabeth Moore /x3398 elmoor@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Probationary Report Procedures, General City	Aisha Hendree/x5456 aihendr@milwaukee.gov	Katherine Holiday/x6210 kholid@milwaukee.gov
Professional Development Award (PDA)	TuitionReimb@milwaukee.gov	
Promotions Under Civil Service Rule IV	Veronica Wilson/ x3395 verwilso@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Provisional Appointments	Aisha Hendree/x5456 aihendr@milwaukee.gov	Kristin Urban / x8643 krurban@milwaukee.gov

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Qualified Medical Support Notices	Employee Benefits Division /x3184 DerBenefits@milwaukee.gov	
Recalls, General City	Aisha Hendree/x5456 aihendr@milwaukee.gov	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov
Rehire after Retirement, general City	Veronica Wilson/ x3395 verwilso@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Recruiting, General City	Kobena-Marcus J Collins/x8767 & 414-708-7340 kmjcoll@milwaukee.gov	
Reinstatement after Resignation, non-sworn	Aisha Hendree / x5456 aihendr@milwaukee.gov	
Relocation Expense Reimbursement Guidelines	Elizabeth Moore/x3398 elmoor@milwaukee.gov	Kristin Urban/x8643 krurban@milwaukee.gov
Residency, Hardships – General City milwaukee.gov/DER/PoliciesProcedures/Forms	Elizabeth Moore/x3398 elmoor@milwaukee.gov	Megan Kemmerling / x3396 mkemme@milwaukee.gov
Residency Ordinance Compliance, General City	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Megan Kemmerling / x3396 mkemme@milwaukee.gov
Safety, Employee (General City) milwaukee.gov/DER/Safety	Jennifer Evans / x3510 jevan@milwaukee.gov Safety1st@milwaukee.gov	Angie Ogan / x5130 anogan@milwaukee.gov
Safety Prescription Glasses Policy and Form milwaukee.gov/DER/PoliciesProcedures/Forms	safetyglasses@milwaukee.gov	
Salary Ordinance, Part I (Rates of Pay)	Alana Sitek / x2398 asite@milwaukee.gov	Sarah Sinsky/x5075 sasinsk@milwaukee.gov
Salary Ordinance, Part II (Pay Administration)	Sarah Sinsky/x5075 sasinsk@milwaukee.gov	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov
Security – City Hall See MINT under "Health & Safety Services"	Emergency, 9-911	Treasurer's Office, x4219 **or** Mayor's Security Staff, x5522
Self-Service Instructions and Password Help milwaukee.gov/servicedesk	IT Help Desk/ x2777	Aisha Hendree / x5456 aihendr@milwaukee.gov (new employees only)
Seniority Rights	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Aisha Hendree/x5456 aihendr@milwaukee.gov
Sexual Harassment, Policy & Complaints	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Sick Leave milwaukee.gov/DER/benefits/Sick-and-Disability-Leave	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Social Security, W2 Verification	x2967, Comptroller's Office	
Temporary Appointments milwaukee.gov/DER/PoliciesProcedures	Aisha Hendree/x5456 aihendr@milwaukee.gov	dercertification@milwaukee.gov
Testing (including testing accommodations), General City	Anna Sanchez / x2108 apsanch@milwaukee.gov	Laura Hernandez / x3374 lauher@milwaukee.gov
Travel Expense Reimbursement (for Candidates)	Kristin Urban / x8643 krurban@milwaukee.gov	Jodi Wingers / x8049 jowing@milwaukee.gov

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Tuition Benefit (Reimbursement) Program milwaukee.gov/DER/benefits/Tuition-Benefit-Reimbursement-Program	TuitionReimb@milwaukee.gov	Jodi Wingers / x8049 jowing@milwaukee.gov
Unemployment Compensation, City employees	Katherine Holiday / x6210 kholid@milwaukee.gov	Andrew Kuhnmuench / x2108 ankuhn@milwaukee.gov
Union Information, Activity, Notification Requirements and Representation	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Reilly Krohe / x2178 rekroh@milwaukee.gov
United Healthcare members myuhc.com	800-841-4901	
Vacation & Transitional Vacation Account (TVA) milwaukee.gov/DER/PoliciesProcedures	Nicole Fleck / x3371 Nicole.M.Fleck@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Volunteer Time Off Program	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov
Wage Garnishment Hotline (for City of Milwaukee employees only)	x2492, *Comptroller's Office*	
Wellness Center Zeidler Municipal Building, Market Street milwaukee.gov/der/WYCM	414-777-3413	
Wellness Promotion, City employees milwaukee.gov/DER/WYCM	Molly King / x2938 molkin@milwaukee.gov	
Wellness…Your Choice Milwaukee milwaukee.gov/DER/WYCM	Workforce Health 414-777-3410	cityofmke@froedtert.com
Workforce Demographics	Aisha Hendree/x5456 aihendr@milwaukee.gov	Molly King / x2938 molkin@milwaukee.gov
Worker's Compensation	To report a claim call: 1-844-MIL-CLMS or 1-844-645-2567	
Workplace Clinic for City Employees Zeidler Municipal Building, Market Street entrance	To schedule an appointment call: 414-777-3413	To report a complaint: Molly King / x2938 molkin@milwaukee.gov
Workplace Violence Prevention Policy, milwaukee.gov/DER/PoliciesProcedures	Andrew Kuhnmuench/ x2108 ankuhn@milwaukee.gov	Katherine Holiday / x6210 kholid@milwaukee.gov