

Department of Public Works Operations Division

Jerrel Kruschke, P.E. Commissioner of Public Works

Danielle A. Rodriguez, M.B.A. Director of Operations

December 4, 2023

City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706

SUBJECT: Extension of Temporary Appointments for Temporary City Laborers

Dear City Service Commissioners:

The Department of Public Works, Operations Division, is requesting the approval of extension of the Temporary City Laborers below. The Operations Division has been working diligently to fill vacancies in our Equipment Operator and Laborer ranks. Due to the high number of vacancies, our operations required that we fill some of these vacancies with temporary appointments. We have partnered with Wisconsin Community Services (WCS) to connect with Milwaukee residents looking for work. This partnership connects employees with their services, particularly the driver's license recovery program.

The residents are able to have a stable job while moving toward eligibility for a regular appointment and we are able to continue provide excellent service to the City of Milwaukee. These temporary appointments have also enabled the department to end paying for temporary laborers through Manpower, which had been needed since the start of the COVID pandemic.

The Temporary City Laborer Appointments we are requesting 6 month extensions for are:

- 1. Jalen Hicks, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 2. Dominque Boone, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 3. Avonte Carter, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 4. Ivory Jones, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 5. Wayne Montague, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 6. Michael Gaultney, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 7. Melvin Williams, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 8. Will Magett, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 9. James Avery, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.

- 10. Phillip Beal Jr., active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 11. Jalen Taylor, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 12. Jewel Griffin, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 13. Jackie Bledsoe, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.
- 14. Travon Doss, active December 24, 2023 and ending on June 24, 2024. This would be the Third extension request.

The extension of temporary appointments are requested through June 24, 2024 (pay period 14) to ensure we can continue to provide essential services and maintain safe travel for City of Milwaukee residents and visitors in winter.

Thank you for your consideration.

Very truly yours,

Danielle A. Rodriguez, M.B.A. Director of Operations

DAR:mmp

Frank P. Zeidler Municipal Building, 841 N. Broadway, Milwaukee, Wisconsin 53202 Operations Room 620 (414) 286-2489 ◆ Fax (414) 286-3953 ◆ TDD (414) 286-2025 http://city.milwaukee.gov/mpw



City of Milwaukee CS-25, Rev. 11/14

JOB DESCRIPTION

FOR DER USE ONLY							
I ON DEN GOL ONET							
Vacancy No.	Vacancy No.						
City Service	Finance						
Commission:	Committee:						
Fire & Police	Common						
Commission:	Council:						

<u>Instructions</u>: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 9/21/2023	2. Present Inc		at: arious	Is incumber	nt underfilling	g position?		
3. Date Filled:	4. Previous Ir			YES NO If YES, indicate Underfill Title in box				
5. Department: Public Works, Dept. of			u: Public Works on: Various	Unit: Section:				
6. Work Location: Varies			none:	Work Schedule: Varies by Division/Section, Normally Hours: 6:45 a.m. – 3:15 pm / Normally Days: M-F				
7. Represented by a S. Bargaining Unit: Union? Yes No If in District Council				9. FLSA Status (check one): ☐ Exempt ☐ Non-Exempt				
10. Official Title: Temporary City Laborer				Pay Range 9MN	Job Code	EEO Code		
Underfill Title (if appl	cable):							
Requested Title (if applicable):								
Recommended Title (DER Use Only):			Approved by:					
			Date:					

11. BASIC FUNCTION OF POSITION:

Performs light to heavy manual labor within various departments in DPW. Temporary City Laborers will use and operate various equipment and tools needed to perform their duties. These tools and equipment include shovels, brooms, rakes, air hammers, compressors, pneumatic tools, etc. Temporary City Laborers will work with a large variety of materials; asphalt, concrete, topsoil, plants, etc. Temporary City Laborers will be expected to perform their duties in all environmental and inclement weather conditions; hot weather, cold weather, rain, etc. Temporary City Laborers may be required to perform duties under unpleasant working conditions.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ⋈ or **Underfill Title** □):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION						
5	 Prepares the work site. (Breaks out defective pavement and removes debris from the work site, digs trenches, operates mechanical and pneumatic tools.) 						
5	Assists with the placement of barricades for crew safety.						
5	 Helps in concrete, asphalt, crack filling, and patching work and special crews (example: permanent barricading and metal guard rail installation). 						
5	 Operates compaction equipment as directed, including vibratory roller, plate compactor, tar hose, etc. 						
5	 Responsible for the loading and unloading of trucks. Perform manual labor such as lifting, pushing and pulling waste carts and other large items such as furniture and brush. 						
5	Works on sewer cleaning and repair crews.						
5	Cleans coagulation basins, filter beds, and tanks.						
5	Assists with patch truck tasks and/or cable pulling.						
5	 Assignment to other related duties such as (snow removal, plant and yard crews, emergency assignments, and removal of brush, grass and weeds.) 						

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY					
5	 Uses a variety of hand tools, such as axes, clippers, files, hammers, hand saws, pliers, post hole diggers, pruners, and the like, in construction and maintenance work. 					
5	 Operates air compressors, pumps, concrete mixer, concrete cutting saw, snow blowers, forklift truck and skid loader as required. Operates a variety of hand operated power equipment, such as air hammers, concrete saws, power mowers, pumps, tampers, and the like, in construction and maintenance work. 					
5						
5	Plants trees, grass, shrubs, and flowers; lays sod; and assists in general maintenance of green areas					
5	Sorts, moves, and stacks materials.					
5	Shovels snow, spreads sand or salt on icy streets and/or sidewalks. Cleans drains on bridges and viaducts. Perform general bridge maintenance as required.					
5	Assists and performs supplementary duties for tradespeople.					
5	 Performs emergency work of various kinds, including that which he/she is required to do outside his/her regular working hours such as plowing, salting, or other ice control operations. 					
5	Places traffic control devices, such as cones, barricades, trench plates, and excavation protection as required for worker and public safety.					
10	Perform other duties as assigned.					

C. NAME AND TITLE OF <u>IMMEDIATE</u> SUPERVISOR:

Crew Leader or appropriate Supervisor. Varies by division and section.

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Work is reviewed while in progress and upon completion. Constant supervision is required only for unfamiliar tasks. Work schedules are prepared by District Managers. Work is scheduled and reviewed on a daily basis by the District Manager. Daily supervision is provided by the Crew Leader or appropriate Supervisor.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

<u>Direct Supervision:</u> List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a Assign duties

e Sign or approve work

a. Assign duties			Sign of approve work
b. Outline methods			Make hiring recommendations
c. Direct we	ork in progress	g.	Prepare performance appraisals
	r inspect completed work	ĥ.	Take disciplinary action or effectively recommend such
Number			Extent of Supervision Exercised
Supervised	Job Title		(Select those that apply from list above, a - h)

- **F. MINIMIMUM QUALIFICATIONS REQUIRED**: (Indicate the MINIMUM qualifications required to <u>enter</u> the job.)
 - i. Education and Experience:

iii. Knowledge, Skills and Abilities:

Good work attendance; sound judgement; good customer service skills; ability to work effectively with diverse groups of people inside and outside the organization and as a team member; ability to interact with the public courteously; ability to understand and follow departmental rules, policies and procedures; ability to follow directions (both oral and written) and schedules; ability to read maps and navigate; ability to operate City equipment safely and legally; good physical condition and ability to lift and carry heavy objects; ability to withstand prolonged exposure to severe and variable weather conditions. Must have the ability to rake, lute, and shovel bituminous materials and other construction materials. Ability to climb ladders or scaffolding both above and below grade. Must be able to lift and work with equipment that includes a #90 pound airhammer. Mechanical ability to operate pneumatic equipment.

iv. Certifications, Licenses, Registrations:

v. Other Requirements:

Good organizational skills. Must be diplomatic when dealing with the general public. Should be industrious, careful, reliable and able to get along with fellow workers. Overtime work may be required.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

	\boxtimes	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and
		legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing
		required exceeds that required for ordinary locomotion.
	\boxtimes	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow,
		slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that
		needed for ordinary locomotion and maintenance of body equilibrium.
	\boxtimes	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a
		considerable degree and requires full use of the lower extremities and back muscles.
	\boxtimes	Kneeling: Bending legs at knee to come to a rest on knee or knees.
	\boxtimes	Crouching: Bending the body downward and forward by bending leg and spine.
	\boxtimes	Crawling: Moving about on hands and knees or hands and feet.
	\boxtimes	Reaching: Extending Hand(s) and arm(s) in any direction.
	\boxtimes	Standing: Particularly for sustained periods of time.
	\boxtimes	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
Γ	\boxtimes	Pushing: Using upper extremities to exert force in order to draw, press against something with steady
	_	force in order to thrust forward, downward or outward.
	\boxtimes	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained
		motion.
	\boxtimes	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-
	_	position. Check only if it occurs to a considerable degree and requires substantial use of the upper
		extremities and back muscles.
	\boxtimes	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole
		hand or arm, as in handling.

	Grasping: Applying pressure to an object with fingers and palm.						
	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the						
	skin, particularly that of the fingertips.						
\boxtimes	▼ Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand						
detailed or important instructions spoken to other workers accurately, loudly or quickly.							
Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral							
	communication and make fine discriminations in sound.						
\boxtimes	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.						
	Driving: Minimum standards required by State Law (including license).						

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force
	frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting
	most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other
	sedentary criteria are met.
	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to
	move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary
	work and the worker sits most of the time, the job is rated for Light Work.
	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently,
	and/or up to 10 pounds of force constantly to move objects.
\boxtimes	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently,
	and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of
	force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

O,	ILON ONL.
	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
	work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time perf10orming field work:** 100%

CHECK ALL THAT APPLY:

•	ILONALL IIIAI AFFLI.
[None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
[The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
[The worker is subject to outside environmental conditions: No effective protection from weather.
	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
[The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.

	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the							
	respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation. The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.							
	The worker is subject to oil. There is all allow skill exposure to oils and other cutting noilds.							
	The worker is required to wear a respirator.							
K.	MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:							
	List equipment needed to successfully perform the essential functions of the job. Reasonable							
	accommodations may be made to enable qualified individuals with disabilities to perform the essential							
	functions.)							
	CHECK ALL THAT APPLY:							
	Camera and photographic equipment							
	☐ Office supplies (pens, staplers, pencils, etc.)							
	Commercial vehicle Packing materials (boxes, shrink wrap, etc.)							
	Data processing equipment PC equipment (monitor, keyboard, printer, etc.)							
	Handcart PC software							
	☐ Hand tools (please list): Any tools that may be used by the Field Crews. ☐ Office Machines (check all that apply): ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register							
	Other (please list): Construction equipment and tools.							
	Other (picase iist). Construction equipment and tools.							
L.	SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance,							
	difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment,							
	people, information, etc. Also indicate success factors such a personal characteristics that contribute to an							
	individual's ability to perform well in the job, and any other special considerations.)							
	TI T							
	The Temporary City Laborer is required to perform lifting and working with equipment that includes a #90 lb. airhammer and other tools that weigh up to 100 lbs. They must exhibit good safety judgement as the							
	materials and working conditions can be hazardous.							
	materials and working conditions can be nazardous.							
М.	I believe that the statements made above in describing this job are complete and							
	accurate.							
	Die							
	Signature of Department Head or Designated Representative							





NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

TEMPORARY APPOINTMENT / APPOI	INTEE DETAI	LS							
DEPARTMENT/DIVISION		LAST NAME				FIRST NAME			INITIAL
DPW-Operations/Sanitation	n	Avery James							
AUTHORIZED POSITION TITLE		PAY RA	NGE	F&P COMMITTEE APPROVAL DATE			REQUISITION #		
Temporary City Laborer		9MN	ı	NA					
UNDERFILL TITLE (IF APPLICABLE)		PAY RA	NGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?					
				☐ Ye	s	No If yes, Refe	rral#		
REASON FOR TEMPORARY APPOINTS	MENT		EFFECTIVE DATE	A	NTICI	PATED EXPIRATION DAT	E TAR	TE OF PA	\v
During Leave of Absence of an			12/24/2023					*1	
To perform services of a tempo				`			φ10,	43	
ATTACH A COPY OF THE CURRENT JO				TING THE	E INFO	ORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY			NEEDED:						
Provide laboring services in Sa	initation S	ervices							
EVDI AIN HOW THE INDIVIDUAL WAS	CELECTED F	OD THE ADDONATIACNE IN	ICHIDING THE CE	FATION	2005	00 11050 4410 15 1105			
EXPLAIN HOW THE INDIVIDUAL WAS THE INDIVIDUAL WAS IDENTIFIED AS	A POTENTIA	L TEMPORARY APPOINT	EE:	ECTION P	KOCE	35 USED AND IF NOT FRO	M AN ELIG	IBLE LIST,	, HOW
Wisconsin Community Services	s (WCS) F	Referral							
PROVIDE INFORMATION TO DEMONS	TRATE HOW	THE INDIVIDUAL MEETS	THE MINIMUM I	REQUIREN	MENT	S:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: TRAINING AND EDUCATION: WORK EXPERIENCE: OTHER REQUIREMENTS (i.e. LICENSES)									
and the state of t									
IS THIS INDIVIDUAL A CURRENT	IF YES, CURR	ENT DEPARTMENT:	CURRENT	POSITIO	N TITI	Æ:	EMPLOYE	E ID NUI	MRFR:
CITY OF MILWAUKEE EMPLOYEE?	DPW-One	erations/Sanitation	City La	horer			03547		
	•		-					-	
IS THE INDIVIDUAL BEING GIVEN THIS APPOINTING BOARD OR BODY, DIRECT	S TEMPUKAI CT SUPERVIS	KY APPOINTMENT RELAT SOR. OR TO ANY ELECTIVI	ED BY BLOOD OR E OF APPOINTIVE	MARRIA	GE TO	THE APPOINTING OFFICE (Refer to CSC Rule VIII	ER, ANY IV Section 10	IEMBER () regardir	OF THE
No Yes – Explain Relation		,				((title to obtain till)	DECEMON IN	z i egai u ii	ig nepousin.)
THIS TEMPORARY APPOINTMENT IS N	MADE IN ACC	CORDANCE WITH RULE IX	SECTION 2 OF T	HE CITY S	FRVIC	F COMMISSION AND IS	IMITED TO	D A DEDIC	DD 05 00
DAYS UNLESS AN EXTENSION IS APPR	ROVED BY TH	IE COMMISSION.	y section e or i		-10010	L COMMISSION AND IS	WHILED II	J A PERIL	DD OF 90
REPORTING OFFICER		GNATURE		TITLE				DATE	
Makisha Porter	CID	210		Hu	man	Resources Admin	istra t:	11/2	28/2023
APPROVING OFFICER	APPROVING OFFICER SIGNATURE TITLE DATE								
Danielle Rodriguez Operations Division Director 11/28/2023									
	THIS SECTION FOR DER REVIEW								
DER REVIEW COMPLETED BY:	SIGNATURE			TITLE				DATE	
	Ki I ara	The same of the sa			Nu i			LELEN-2	





NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

TEMPORARY APPOINTMENT / APPO	INTEE DETAI	ils							
DEPARTMENT/DIVISION		LAST NAME				FIRST NAME			INITIAL
DPW-Operations/Sanitatio	n	Beal Jr				Phillip			L
AUTHORIZED POSITION TITLE		PAY RA	NGE		OMMI	ITEE APPROVAL DATE	REQUISITIO	N #	
Temporary City Laborer		9MN	l	NA					
UNDERFILL TITLE (IF APPLICABLE)	TITLE (IF APPLICABLE) PAY RANGE					DIVIDUAL HIRED FROM A	N ELIGIBLE LI	ST?	
					Yes [No If yes, Refer	ral#		
REASON FOR TEMPORARY APPOINT	MENT		EFFECTIVE DATE		ANTIC	IPATED EXPIRATION DATE	T.A. RATE	OF PA	NY
During Leave of Absence of an	n employee w		12/24/2023	.	6/24	/2024	\$18.43		
To perform services of a temp							Ψ10.10		
ATTACH A COPY OF THE CURRENT JO				ETING T	HE INF	ORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY			NEEDED:						
Provide laboring services in Sa	anitation S	Services							
EXPLAIN HOW THE INDIVIDUAL WAS	S SELECTED F S A POTENTI	OR THE APPOINTMENT, IN AL TEMPORARY APPOINT	VCLUDING THE SE EE:	LECTION	N PROCI	ESS USED AND IF NOT FROM	M AN ELIGIBL	E LIST	, HOW
Wisconsin Community Service									
	` '								
PROVIDE INFORMATION TO DEMON	ISTRATE HOV	W THE INDIVIDUAL MEETS	S THE MINIMUM	REOUIR	REMEN	TS:			
TRAINING AND EDUCATION:	is notice not	WORK EXPERIENCE:				OTHER REQUIREM	ΛΕΝΤS (i.e. LI	CENS	ES)
IS THIS INDIVIDUAL A CURRENT	IF YES, CUR	RENT DEPARTMENT:	CURREN	T POSIT	ION TIT	rle:	EMPLOYEE I	ID NU	MBER:
CITY OF MILWAUKEE EMPLOYEE?	· ·	perations/Sanitation	City L	abore	r		035654		
Yes No IS THE INDIVIDUAL BEING GIVEN TH	· '					O THE ADDOINTING OFFIC		ADED	OE THE
APPOINTING BOARD OR BODY, DIR	HIS TEMPORA RECT SUPERV	ARY APPOINTMENT RELA ISOR. OR TO ANY ELECTIV	'E OF APPOINTIV	K IVIAKN E CITY O	OFFICIAI	L? (Refer to CSC Rule VIII,	Section 10 re	videk egardi	ing nepotism.)
No Yes – Explain Relati		,				,		•	
THIS TEMPORARY APPOINTMENT IS		CCORDANCE WITH RULE I	X. SECTION 2 OF	THE CIT	Y SERV	ICE COMMISSION AND IS	LIMITED TO A	A PERI	OD OF 90
DAYS UNLESS AN EXTENSION IS APP	PROVED BY 1	THE COMMISSION.							
REPORTING OFFICER		SIGNATURE	1		TLE			DATE	
Makisha Porter	- (WA		ŀ	luma	n Resources Admir	nistra	11/	28/2023
APPROVING OFFICER		SIGNATURE			ITLE			DATE	
Danielle Rodriguez	0	كسر	_	C	Opera	tions Division Direc	tor	11/	/28/2023
		THIS SECTION FO	R DER REVIEW		14				
DER REVIEW COMPLETED BY:	SIGNATU	RE		TITLE				DATE	





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	ICANT NAME (last, first, middle)				
Beal, Phillip		11/27/2023			
POSITION TITLE	PAY RANGE	RATE OF PAY			
Temporary City Laborer	9MN	18.43			

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

ARTUNG

Temporary Appointment Applicant Signature

Date Signed

-30-23

Witness Name (Print)

Witness Signature





NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

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TEMPORARY APPOINTMENT / APPOINTEE DE	TAILS						
DEPARTMENT/DIVISION	LAST NAME			FIRST NAME		INITIAL	
DPW-Operations/Sanitation	Bledsoe Jr			Jackie		V	
AUTHORIZED POSITION TITLE	PAY RAI			MITTEE APPROVAL DATE	REQUISITION #		
Temporary City Laborer	9MN	J	NA				
UNDERFILL TITLE (IF APPLICABLE)	PAY RAI	NGE	WAS THE	INDIVIDUAL HIRED FROM	AN ELIGIBLE LIST?		
			☐ Yes	No If yes, Refe	erral#		
REASON FOR TEMPORARY APPOINTMENT		EFFECTIVE DATE	ANT	ICIPATED EXPIRATION DAT	TE T.A. RATE OF P	AY	
During Leave of Absence of an employe		12/24/2023	6/2	24/2024	\$18.43		
To perform services of a temporary nat							
ATTACH A COPY OF THE CURRENT JOB DESCR			TING THE II	NFORMATION BELOW		<u> </u>	
Provide laboring services in Sanitation		HEEDED:					
Provide laboring services in Sanitation	1 Services						
EXPLAIN HOW THE INDIVIDUAL WAS SELECTE	D FOR THE APPOINTMENT. IN	CLUDING THE SEI	ECTION PRO	CESS USED AND IF NOT FRO	OM AN ELIGIBLE LIS	T, HOW	
THE INDIVIDUAL WAS IDENTIFIED AS A POTE	NTIAL TEMPORARY APPOINT	EE:					
Wisconsin Community Services (WC	3) Referral						
PROVIDE INFORMATION TO DEMONSTRATE H	OW THE INDIVIDUAL MEETS	THE MINIMUM	REQUIREME	NTS:			
TRAINING AND EDUCATION:	WORK EXPERIENCE:			OTHER REQUIRE	MENTS (i.e. LICEN	SES)	
					. 1		
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?	URRENT DEPARTMENT:	CURRENT	POSITION	TITLE:	EMPLOYEE ID NU	JMBER:	
Yes No DPW-	Operations/Sanitation	Tempo	orary City	Laborer	036368		
IS THE INDIVIDUAL BEING GIVEN THIS TEMPO	ORARY APPOINTMENT RELAT	FED BY BLOOD OF	MARRIAGE	TO THE APPOINTING OFFI	CER, ANY MEMBE	R OF THE	
APPOINTING BOARD OR BODY, DIRECT SUPE	RVISOR, OR TO ANY ELECTIV	E OF APPOINTIVE	CITY OFFIC	IAL? (Refer to CSC Rule VII	I, Section 10 regard	ling nepotism.)	
No Yes – Explain Relationship							
THIS TEMPORARY APPOINTMENT IS MADE IN DAYS UNLESS AN EXTENSION IS APPROVED E	ACCORDANCE WITH RULE IS	X, SECTION 2 OF 1		RVICE COMMISSION AND IS			
REPORTING OFFICER	SIGNATURE		TITLE		DAT	_	
Makisha Porter	HALL		Hum	an Resources Admi	nistra ti 11	/28/2023	
APPROVING OFFICER	SIGNATURE		TITLE		DATI	Ē	
Danielle Rodriguez		$Q_{\tilde{\lambda}}$	' Oper	rations Division Dire	ctor 11	/28/2023	
	THIS SECTION FO	R DER REVIEW					
DER REVIEW COMPLETED BY: SIGNA	TURE		TITLE		DATE		
			-				





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first	t, middle)			DATE
Bledsoe, Jackle	grafia i glados do responso en a	man for the company of the company o	A PARTY AND A STATE OF THE STAT	11/27/2023
POSITION TITLE Temporary City Laborer			PAY RANGE 9MN	RATE OF PAY 18.43

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

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Temporary Appointment Applicant Signature

Date Signed

Witness Signature

Witness Name (Print)





NOTICE OF TEMPORARY APPOINTMENT

R. 07.08.19

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TEMPORARY APPOINTMENT / APPO	DINTEE DETAI	ILS					
DEPARTMENT/DIVISION		LAST NAME			FIRST NAME		INITIAL
DPW-Operations/Sanitation	on	Boone			Dominque		
AUTHORIZED POSITION TITLE		PAY RAI	NGE	F&P COMMIT	ITEE APPROVAL DATE	REQUISITI	ON#
Temporary City Laborer		9MN		NA			
UNDERFILL TITLE (IF APPLICABLE)		PAY RAI	NGE	WAS THE IN	DIVIDUAL HIRED FROM A	N ELIGIBLE	LIST?
				Yes [No If yes, Refer	ral#	
REASON FOR TEMPORARY APPOINT			EFFECTIVE DATE	ANTIC	PATED EXPIRATION DATE	T	
During Leave of Absence of an		ho is expected to return		1		1.5.1.1041	
To perform services of a temp	orary nature	and for a limited period	12/24/2023	6/24	/2024	\$18.43	3
ATTACH A COPY OF THE CURRENT J	OB DESCRIPT	ION & A RESUME IN ADDI	TION TO COMPL	TING THE INF	ORMATION BELOW	- de	
PROVIDE AN EXPLANATION OF WHY			IEEDED:				
Provide laboring services in S	anitation S	ervices					
EXPLAIN HOW THE INDIVIDUAL WAS	S SELECTED FO	OR THE APPOINTMENT, IN	CLUDING THE SEL	ECTION PROCE	SS USED AND IF NOT FROM	AN ELIGIB	SLE LIST, HOW
Wisconsin Community Service			LL.				
	(, .						
DESCRIPTION TO DEMON							
			THE BAIRDBALLS .	SECTION APPLIA	rc.		
	ISTRATE HOV	V THE INDIVIDUAL MEETS WORK EXPERIENCE:	THE MINIMUM	REQUIREMENT		icales (c	LIGENIA SOL
TRAINING AND EDUCATION:	ISTRATE HOV	V THE INDIVIDUAL MEETS WORK EXPERIENCE:	THE MINIMUM	REQUIREMENT	'S: OTHER REQUIREM	IENTS (i.e. I	LICENSES)
	NSTRATE HOV		THE MINIMUM	REQUIREMENT		IENTS (i.e. I	LICENSES)
	ISTRATE HOV		THE MINIMUM	REQUIREMENT		IENTS (i.e. I	LICENSES)
	ISTRATE HOV		THE MINIMUM	REQUIREMENT		IENTS (i.e. I	LICENSES)
TRAINING AND EDUCATION:		WORK EXPERIENCE:			OTHER REQUIREM		
TRAINING AND EDUCATION: IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?	IF YES, CURR	WORK EXPERIENCE: RENT DEPARTMENT:	CURRENT	POSITION TIT	OTHER REQUIREM	EMPLOYEE	ID NUMBER:
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURR	WORK EXPERIENCE: RENT DEPARTMENT: Derations/Sanitation	CURRENT City La	POSITION TIT	OTHER REQUIREM	EMPLOYEE 035657	ID NUMBER:
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE	IF YES, CURR DPW-Op HIS TEMPORA	WORK EXPERIENCE: RENT DEPARTMENT: DEPARTMENT: DEPARTMENT RELATION RY APPOINTMENT RELATION	CURRENT City La	POSITION TIT	OTHER REQUIREM LE: THE APPOINTING OFFICE	EMPLOYEE 035657 ER, ANY ME	ID NUMBER:
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVIS	WORK EXPERIENCE: RENT DEPARTMENT: DEPARTMENT: DEPARTMENT RELATION RY APPOINTMENT RELATION	CURRENT City La	POSITION TIT	OTHER REQUIREM LE: THE APPOINTING OFFICE	EMPLOYEE 035657 ER, ANY ME	ID NUMBER:
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes – Explain Relati	IF YES, CURR DPW-Op HIS TEMPORA RECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: PERATIONS/SANITATION RY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TIT BOOTET MARRIAGE TO CITY OFFICIAL	OTHER REQUIREM LE: THE APPOINTING OFFICE (Refer to CSC Rule VIII, 1	EMPLOYEE 035657 ER, ANY ME Section 10 i	ID NUMBER: MBER OF THE regarding nepotism.)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: PERATIONS/SANITATION RY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CORDANCE WITH RULE IX	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TIT BOOTET MARRIAGE TO CITY OFFICIAL	OTHER REQUIREM LE: THE APPOINTING OFFICE (Refer to CSC Rule VIII, 1	EMPLOYEE 035657 ER, ANY ME Section 10 i	ID NUMBER: MBER OF THE regarding nepotism.)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: PERATIONS/SANITATION RY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CORDANCE WITH RULE IX	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TIT BOOTET MARRIAGE TO CITY OFFICIAL	OTHER REQUIREM LE: THE APPOINTING OFFICE (Refer to CSC Rule VIII, 1	EMPLOYEE 035657 ER, ANY ME Section 10 i	ID NUMBER: MBER OF THE regarding nepotism.)
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IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes — Explain Relation the Temporary Appointment is Days Unless an extension is appreciated the properties of the	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: PERATIONS/SANITATION RY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE COORDANCE WITH RULE IN THE COMMISSION.	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TIT ADOPE MARRIAGE TO CITY OFFICIAL HE CITY SERVI	OTHER REQUIREM LE: OTHE APPOINTING OFFICE (Refer to CSC Rule VIII, 1)	EMPLOYEE 035657 ER, ANY ME Section 10	MBER OF THE regarding nepotism.) A PERIOD OF 90 DATE
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO YES - Explain Relation of the second of	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: DEPARTM	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TIT ADORER MARRIAGE TO CITY OFFICIAL HE CITY SERVI TITLE HUMAN	OTHER REQUIREM LE: OTHE APPOINTING OFFICE (Refer to CSC Rule VIII, 1)	EMPLOYEE 035657 ER, ANY ME Section 10 I	MBER OF THE regarding nepotism.) A PERIOD OF 90 DATE 11/28/2023
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes - Explain Relati THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPROVING OFFICER Makisha Porter APPROVING OFFICER	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: DEPARTM	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE C, SECTION 2 OF 1	POSITION TIT ADORER MARRIAGE TO CITY OFFICIAL HE CITY SERVI TITLE HUMAN	OTHER REQUIREM DETHE APPOINTING OFFICE Refer to CSC Rule VIII, CE COMMISSION AND IS L	EMPLOYEE 035657 ER, ANY ME Section 10 I	MBER OF THE regarding nepotism.) A PERIOD OF 90 DATE 11/28/2023 DATE
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes - Explain Relati THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPROVING OFFICER Makisha Porter APPROVING OFFICER	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP	WORK EXPERIENCE: RENT DEPARTMENT: DEPARTME	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE C, SECTION 2 OF 1	POSITION TIT ADORER MARRIAGE TO CITY OFFICIAL HE CITY SERVI TITLE HUMAN	OTHER REQUIREM DETHE APPOINTING OFFICE Refer to CSC Rule VIII, CE COMMISSION AND IS L	EMPLOYEE 035657 ER, ANY ME Section 10 I	MBER OF THE regarding nepotism.) A PERIOD OF 90 DATE 11/28/2023 DATE
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes – Explain Relati THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPREPORTING OFFICER Makisha Porter APPROVING OFFICER Danielle Rodriguez	IF YES, CURR DPW-Op HIS TEMPORA ECT SUPERVISIONSHIP S MADE IN AC PROVED BY TI	WORK EXPERIENCE: RENT DEPARTMENT: DEPARTME	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE C, SECTION 2 OF 1	POSITION TIT ABORER MARRIAGE TO CITY OFFICIAL HE CITY SERVI TITLE HUMAN TITLE Operat	OTHER REQUIREM DETHE APPOINTING OFFICE Refer to CSC Rule VIII, CE COMMISSION AND IS L	EMPLOYEE 035657 ER, ANY ME Section 10 I	MBER OF THE regarding nepotism.) A PERIOD OF 90 DATE 11/28/2023 DATE 11/28/2023





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TEMPORARY APPOINTMENT / APPO	INTEE DETAI	II C							
DEPARTMENT/DIVISION	MITTEL DE IN	LAST NAME				FIRST NAME		_	INITIAL
DPW-Operations/Sanitation	n	Carter			- 1	Avonte			K
	11	PAYRA	NCE	ESD CO	BABAIT	TEE APPROVAL DATE	REQUISITIO		
AUTHORIZED POSITION TITLE		9MN		NA	INIINIII	TEE APPROVAL DATE	KEQUISITIO	N #	
Temporary City Laborer									
UNDERFILL TITLE (IF APPLICABLE)		PAY RA	NGE		_	DIVIDUAL HIRED FROM A		ST?	
				L 14	es [No If yes, Refer	rai#		
REASON FOR TEMPORARY APPOINT			EFFECTIVE DATE	A	NTICI	PATED EXPIRATION DATE	T.A. RATE	OF PA	Υ
During Leave of Absence of an employee who is expected to return 12/24/			12/24/2023	.	6/24	/2024	\$18.43		
To perform services of a temporary									
ATTACH A COPY OF THE CURRENT JC				TING TH	E INFO	DRMATION BELOW			
PROVIDE AN EXPLANATION OF WHY			AEEDED:						
Provide laboring services in Sa	anilalion S	ervices							
EXPLAIN HOW THE INDIVIDUAL WAS	CCLEATER	OD THE ADDOLLITATION IS	ACILIDING THE CEL	ECTION I	DDOCE	CC LICED AND IE NOT EDO	A AN ELICIDI	CHICT	HOW
THE INDIVIDUAL WAS IDENTIFIED AS	S A POTENTI	AL TEMPORARY APPOINT	EE:	ECTION I	PROCE	33 USED AND IF NUT FROM	AI WIN EFIGIED	E LIS 1,	, now
Wisconsin Community Service	es (WCS)	Referral							
PROVIDE INFORMATION TO DEMON	STRATE HOV	W THE INDIVIDUAL MEETS	S THE MINIMUM	REOUIRE	MENT	·S:		_	
TRAINING AND EDUCATION:		WORK EXPERIENCE:	•	•		OTHER REQUIREM	ÆNTS (i.e. LI	CENSI	ES)
IS THIS INDIVIDUAL A CURRENT	IF YES, CUR	RENT DEPARTMENT:	CURRENT	POSITIO	ON TIT	LE:	EMPLOYEE I	D NU	MBER:
CITY OF MILWAUKEE EMPLOYEE?		perations/Sanitation					035730		
Yes No									
IS THE INDIVIDUAL BEING GIVEN TH APPOINTING BOARD OR BODY, DIRI									
No Yes – Explain Relation		ison, on to Airt Escett	2017			, (1010) 10 000 11010 1111,		.Bara.	8p,
THIS TEMPORARY APPOINTMENT IS		CCORDANCE WITH BUILE I	Y SECTION 2 OF	THE CITY	SERVI	CE COMMISSION AND IS	IMITED TO A	DERI	OD OE 90
DAYS UNLESS AN EXTENSION IS APP			A, SECTION 2 OF	THE CITY	SERVI	CE COMMISSION AND IS		FER	00 01 30
REPORTING OFFICER	- 1	SIGNATURE	1	TITL	.E			DATE	
Makisha Porter		XX		Ηι	ımar	Resources Admin	istra i:	11/	28/2023
APPROVING OFFICER		SIGNATURE		TITI	LE	<u> </u>		DATE	
Danielle Rodriguez	7		D	Op	oerat	ions Division Direc	tor	11/	28/2023
		THIS SECTION FO	R DER REVIEW		- 14			1 11/	
DER REVIEW COMPLETED BY:	SIGNATUI		N DEN NEVIEW	TITLE	-		-	ATE	
DER REVIEW CONTRICTED DT:	JIGNATU	1-14, 54, 15, 1						AIL	
							Z		





R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

	141 ELGIDE1
APPLICANT NAME (last, first, middle)	DATE:
[1] [1] [1] [1] [1] [1] [1] [1] [1] [1]	
Carter, Avonte	11/27/2023
POSITION TITLE	PAY RANGE RATE OF PAY
Temporary City Laborer	9MN 18.43

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Temporary Appointment Applicant Signature

Witness Signature

Witness Name (Print)





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TEMPORARY APPOINTMENT / APPO	DINTEE DETAIL	S						
DEPARTMENT/DIVISION		LAST NAME			FIRST NAME			INITIAL
DPW-Operations/Sanitation	on	Doss			Travon			
AUTHORIZED POSITION TITLE		PAY RAI	NGE	F&P COMMI	TTEE APPROVAL DATE	REQUISIT	ION#	
Temporary City Laborer		9MN		NA				
UNDERFILL TITLE (IF APPLICABLE)		PAY RAI	NGE	WAS THE IN	DIVIDUAL HIRED FROM A	N ELIGIBLE	LIST?	
1				☐ Yes [No If yes, Refe	rral#		
REASON FOR TEMPORARY APPOINT	TMENT		EFFECTIVE DATE	ANTIC	IPATED EXPIRATION DAT	E T.A. RAI	TE OE DA	\v
During Leave of Absence of ar	n employee wh	o is expected to return	12/24/2023		1/2024			41
To perform services of a temp	oorary nature a	nd for a limited period	12/24/2023	0/24	HZUZ4	\$18.4	· 3	
ATTACH A COPY OF THE CURRENT JO				TING THE INF	ORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY			EEDED:					
Provide laboring services in S	anitation Se	ervices						
EXPLAIN HOW THE INDIVIDUAL WAS THE INDIVIDUAL WAS IDENTIFIED A	S SELECTED FO S A POTENTIA	R THE APPOINTMENT, IN L TEMPORARY APPOINTE	CLUDING THE SEL EE:	ECTION PROCI	ESS USED AND IF NOT FRO	M AN ELIGII	BLE LIST,	, HOW
Wisconsin Community Service								
,	,							
PROVIDE INFORMATION TO DEMON	ICTOATE HOW	THE INDIVIDUAL MEETS	THE BAINIBALIBA C	EOI HDEMEN	TC.			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	THE MINIMUMON I	LCONLINE		ACNITO (: -	LICENIC	rel
TRAINING AND EDGGATION.		TO OTHER PARTY OF THE PARTY OF			OTHER REQUIRE	VIEN 15 (I.e.	LICENSI	<u>:S)</u>
IS THIS INDIVIDUAL A CURRENT	IF VFS. CURRE	ENT DEPARTMENT:	CURRENT	POSITION TIT	ri F·	EMPLOYE	F ID NUI	MRFR.
CITY OF MILWAUKEE EMPLOYEE?	· ·	erations/Sanitation			-			WIDER!
Yes No			City La			035754		
IS THE INDIVIDUAL BEING GIVEN TH APPOINTING BOARD OR BODY, DIR								
No Yes – Explain Relati		OR, OR TO ANY ELECTIVE	OF APPOINTIVE	CIIT OFFICIAL	LF (Refer to C3C Rule VIII,	Section 10	regardii	ng nepotism.)
THIS TEMPORARY APPOINTMENT IS		CORDANICS MUST I BUILD IN	CECTION 2 OF T	LIE CITY CEDVI	ICT COLUMNIC CON AND IC		A DEDI	
DAYS UNLESS AN EXTENSION IS APP			, SECTION 2 OF T	HE CITY SERVI	ICE COMMISSION AND IS	LIMITED TO) A PERI	OD OF 90
REPORTING OFFICER		SIGNATURE	1	TITLE			DATE	
Makisha Porter	ι.	A P	7	Humar	n Resources Admin	istra i:	11/2	28/2023
APPROVING OFFICER		SIGNATURE		TITLE			DATE	
Makisha Porter			> ~ 4	Opera	tions Division Direc	tor	11/	28/2023
		THIS SECTION FOR	R DFR REVIEW					
DER REVIEW COMPLETED BY:	Leignie Tilbe					-		
DER REVIEW CONTRETED DI.	SIGNATURE			TITLE			DATE	
DER REVIEW CONFEETED DT.	SIGNATURE			TITLE			DATE	





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE		
Doss, Travon		11/27/2023		
POSITION TITLE	PAY RANGE	RATE OF PAY		
Temporary City Laborer	9MN	18.43		

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Temporary Appointment Applicant Signature

Date Sianed

Witness Name (Print)

Witness Signature





NOTICE OF TEMPORARY APPOINTMENT

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TEMPORARY APPOINTMENT / APPO	INTEE DETAI	ILS					
DEPARTMENT/DIVISION		LAST NAME			FIRST NAME		INITIAL
DPW-Operations/Sanitation	n	Gaultney			Michael		R
AUTHORIZED POSITION TITLE		PAY RAI	NGE	F&P COMMI	ITEE APPROVAL DATE	REQUISITION	N #
Temporary City Laborer		9MN		NA			
UNDERFILL TITLE (IF APPLICABLE)		PAY RAI	NGE	WAS THE IN	DIVIDUAL HIRED FROM A	N ELIGIBLE LIS	ST?
				Yes [☑ No If yes, Refer	ral#	
REASON FOR TEMPORARY APPOINT	MENT		EFFECTIVE DATE	ANTIC	PATED EXPIRATION DATE	T.A. RATE C	DE DAV
During Leave of Absence of ar	າ employee w	ho is expected to return	12/24/2023		/2024	\$18.43	DEFAI
To perform services of a temp	orary nature	and for a limited period	12/24/2020	0/24	72024	ψ10.43	
ATTACH A COPY OF THE CURRENT JO				TING THE INF	ORMATION BELOW		
PROVIDE AN EXPLANATION OF WHY			IEEDED:				
Provide laboring services in S	anitation S	ervices					
CYDLAIN HOW THE INDIVIDUAL WAS	C CELECTED E	OD THE ADDOINTMENT IN	ICI LIDING THE CEI	ECTION DDOC	SECURED AND IT NOT FROM	A AN ELICIDIE	HOT HOME
EXPLAIN HOW THE INDIVIDUAL WAS THE INDIVIDUAL WAS IDENTIFIED AS	S A POTENTI	AL TEMPORARY APPOINT	EE:	ECTION PROCE	33 OSED AND IF NOT FROM	VI AN ELIGIBLE	LIST, HOW
Wisconsin Community Service	es (WCS) l	Referral					
PROVIDE INFORMATION TO DEMON	STRATE HOW	V THE INDIVIDUAL MEETS	THE MINIMUM	REQUIREMENT	rs:		
PROVIDE INFORMATION TO DEMON TRAINING AND EDUCATION:	ISTRATE HOV	V THE INDIVIDUAL MEETS WORK EXPERIENCE:	THE MINIMUM	REQUIREMENT	S: OTHER REQUIREM	fENTS (i.e. LIC	ENSES)
	STRATE HOV		THE MINIMUM	REQUIREMENT		fENTS (i.e. LIC	ENSES)
	ISTRATE HOV		THE MINIMUM	REQUIREMENT		IENTS (i.e. LIC	ENSES)
	ISTRATE HOV		THE MINIMUM	REQUIREMENT		AENTS (i.e. LIC	ENSES)
	ISTRATE HOV		THE MINIMUM	REQUIREMENT		IENTS (i.e. LIC	ENSES)
TRAINING AND EDUCATION:				POSITION TIT	OTHER REQUIREM	TENTS (i.e. LIC	•
TRAINING AND EDUCATION: IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?	IF YES, CURR	WORK EXPERIENCE:	CURRENT	POSITION TIT	OTHER REQUIREM		•
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURF	WORK EXPERIENCE: RENT DEPARTMENT: Derations/Sanitation	CURRENT City La	POSITION TIT	OTHER REQUIREM	EMPLOYEE ID 035790	NUMBER:
TRAINING AND EDUCATION: IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?	IF YES, CURF DPW-Op	WORK EXPERIENCE: RENT DEPARTMENT: DETATIONS/SANITATION ARY APPOINTMENT RELATI	CURRENT City La	POSITION TIT	OTHER REQUIREM LE: O THE APPOINTING OFFIC	EMPLOYEE ID 035790 ER, ANY MEMI	NUMBER:
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE	IF YES, CURF DPW-Op IIS TEMPORA ECT SUPERVI	WORK EXPERIENCE: RENT DEPARTMENT: DETATIONS/SANITATION ARY APPOINTMENT RELATI	CURRENT City La	POSITION TIT	OTHER REQUIREM LE: O THE APPOINTING OFFIC	EMPLOYEE ID 035790 ER, ANY MEMI	NUMBER:
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFRATIONS/SANITATION ARY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CCORDANCE WITH RULE IX	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TIT BOOTET MARRIAGE TO CITY OFFICIAL	OTHER REQUIREM LE: O THE APPOINTING OFFIC ? (Refer to CSC Rule VIII,	EMPLOYEE ID 035790 ER, ANY MEMI Section 10 reg	D NUMBER: BER OF THE garding nepotism.)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes – Explain Relation	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFRATIONS/SANITATION ARY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CCORDANCE WITH RULE IX	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TITE MARRIAGE TO CITY OFFICIAL THE CITY SERVI	OTHER REQUIREM LE: OTHE APPOINTING OFFIC ? (Refer to CSC Rule VIII,	EMPLOYEE ID 035790 ER, ANY MEM! Section 10 reg	D NUMBER: BER OF THE garding nepotism.)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes – Explain Relation This Temporary Appointment IS Days Unless an extension is appropri	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFRATIONS/SANITATION ARY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CCORDANCE WITH RULE IX	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TITE MARRIAGE TO CITY OFFICIAL THE CITY SERVI	OTHER REQUIREM LE: O THE APPOINTING OFFIC ? (Refer to CSC Rule VIII,	EMPLOYEE ID 035790 ER, ANY MEM! Section 10 reg	D NUMBER: BER OF THE garding nepotism.) PERIOD OF 90
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO Yes — Explain Relation the Temporary Appointment is Days Unless an extension is Appreciating Officer	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFRATIONS/SANITATION ARY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CCORDANCE WITH RULE IX	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TITE MARRIAGE TO CITY OFFICIAL THE CITY SERVI	OTHER REQUIREM LE: OTHE APPOINTING OFFIC ? (Refer to CSC Rule VIII,	EMPLOYEE ID 035790 ER, ANY MEMI Section 10 reg	D NUMBER: BER OF THE garding nepotism.) PERIOD OF 90
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THAPPOINTING BOARD OR BODY, DIR NO YES - Explain Relation than the semporary appointment is days unless an extension is appreciated as a seminary of the semporary appointment is days unless an extension is appreciated as a seminary of the	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFATIONS/SANITATION ARY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CCORDANCE WITH RULE IX HE COMMISSION. SIGNATURE	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE	POSITION TITE REDOTET MARRIAGE TO CITY OFFICIAL THE CITY SERVE TITLE HUMAN TITLE	OTHER REQUIREM LE: OTHE APPOINTING OFFIC ? (Refer to CSC Rule VIII,	EMPLOYEE ID 035790 ER, ANY MEMI Section 10 reg IMITED TO A I	D NUMBER: BER OF THE garding nepotism.) PERIOD OF 90 ATE 11/28/2023
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN TH APPOINTING BOARD OR BODY, DIR NO YES — Explain Relati THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APP REPORTING OFFICER Makisha Porter APPROVING OFFICER	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFATIONS/SANITATION ARY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE CCORDANCE WITH RULE IX HE COMMISSION. SIGNATURE	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE C, SECTION 2 OF 1	POSITION TITE REDOTET MARRIAGE TO CITY OFFICIAL THE CITY SERVE TITLE HUMAN TITLE	OTHER REQUIREM LE: OTHE APPOINTING OFFIC (Refer to CSC Rule VIII, CE COMMISSION AND IS I	EMPLOYEE ID 035790 ER, ANY MEMI Section 10 reg IMITED TO A I	D NUMBER: BER OF THE garding nepotism.) PERIOD OF 90 ATE 11/28/2023 ATE
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN TH APPOINTING BOARD OR BODY, DIR NO Yes — Explain Relati THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APP REPORTING OFFICER Makisha Porter APPROVING OFFICER	IF YES, CURE DPW-Op IIS TEMPORA ECT SUPERVI: onship MADE IN AC	WORK EXPERIENCE: RENT DEPARTMENT: DEFRATIONS/SANITATION RRY APPOINTMENT RELATION SOR, OR TO ANY ELECTIVE COORDANCE WITH RULE IX HE COMMISSION. SIGNATURE THIS SECTION FOR	CURRENT City La ED BY BLOOD OR E OF APPOINTIVE C, SECTION 2 OF 1	POSITION TITE REDOTET MARRIAGE TO CITY OFFICIAL THE CITY SERVE TITLE HUMAN TITLE	OTHER REQUIREM LE: OTHE APPOINTING OFFIC (Refer to CSC Rule VIII, CE COMMISSION AND IS I	EMPLOYEE ID 035790 ER, ANY MEMI Section 10 reg IMITED TO A I	D NUMBER: BER OF THE garding nepotism.) PERIOD OF 90 ATE 11/28/2023 ATE





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Gaultney, Michael		11/27/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.43

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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Temporary Appointment Applicant Signature

Date Sianed

me (Print) Witness S





NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

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TEMPORARY APPOINTMENT / APPO	OINTEE DETAI	LS							
DEPARTMENT/DIVISION		LAST NAME				FIRST NAME			INITIAL
DPW-Operations/Sanitation	on	Griffin				Jewell			
AUTHORIZED POSITION TITLE		PAY RA	NGE	F&P COM	1MIT	TEE APPROVAL DATE	REQUIS	ITION #	
Temporary City Laborer		9MN	NA						
UNDERFILL TITLE (IF APPLICABLE)		PAY RANGE W			E INI	DIVIDUAL HIRED FROM	AN ELIGIB	LE LIST?	
1				Yes		☑ No If yes, Refe	rral#		
REASON FOR TEMPORARY APPOINT	TMENT		EFFECTIVE DATE	I AN	ITICI	PATED EXPIRATION DAT	E T.A. R	ATE OF PA	
During Leave of Absence of a		•	12/24/2023	6	124	/2024	\$18.		**
To perform services of a temp	oorary nature	and for a limited period	12/24/2020		124	72024	Ψ10.	.43	
ATTACH A COPY OF THE CURRENT J				TING THE	INFO	ORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY			NEEDED:						
Provide laboring services in S	annauon S	ervices							
EXPLAIN HOW THE INDIVIDUAL WA	S SELECTED E	OR THE ADDOINTMENT IN	ICITIDING THE SEL	FCTION DE	OCE	SS LISED AND IE NOT EDO	MANELL	CIDI E LICT	HOW
THE INDIVIDUAL WAS IDENTIFIED A	S A POTENTIA	AL TEMPORARY APPOINT	EE:	Lenon	·OCL	33 COLD AND II NOT FRO	IN AN ELI	SIBLE LIST	, HUW _
Wisconsin Community Servic	es (WCS) F	Referral							
1									
PROVIDE INFORMATION TO DEMON	ISTRATE HOW	THE INDIVIDUAL MEETS	THE MINIMUM	REQUIREN	IENT	S:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:				OTHER REQUIRE	MENTS (i.	e. LICENS	ES)
	•					NA			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?	IF YES, CURR	ENT DEPARTMENT:	CURRENT	POSITION	TIT	LE:	EMPLOY	EE ID NU	MBER:
Yes No	DPW-Op	erations/Sanitation	Tempo	rary Cit	y L	aborer	03680	03	
IS THE INDIVIDUAL BEING GIVEN TH	HIS TEMPORA	RY APPOINTMENT RELAT	ED BY BLOOD OR	MARRIAG	E TC	THE APPOINTING OFFIC	ER, ANY	MEMBER	OF THE
APPOINTING BOARD OR BODY, DIR		SOR, OR TO ANY ELECTIVI	E OF APPOINTIVE	CITY OFFI	CIAL	? (Refer to CSC Rule VIII,	Section 1	LO regardi	ng nepotism.)
No Yes – Explain Relati									
THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APP			K, SECTION 2 OF T	HE CITY SE	RVI	CE COMMISSION AND IS	LIMITED T	TO A PERI	OD OF 90
REPORTING OFFICER		GIGNATURE		TITLE				DATE	
Makisha Porter		XXX		Hur	nan	Resources Admir	nistra	11/	28/2023
APPROVING OFFICER	4	SIGNATUR		TITLE				DATE	
Danielle Rodriguez	2		2	Оре	erat	ions Division Direc	tor	11/	28/2023
		THIS SECTION FOI	R DER REVIEW						
DER REVIEW COMPLETED BY:	SIGNATURI			TITLE				DATE	
عيد وبالعواليون								1 = 1	
								1	





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATÉ
Griffin, Jewell	11/27/2023
POSITION TITLE PAY RANGE Temporary City Laborer 9MN	RATE OF PAY 18.43

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

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emporary Appointment Applicant Signature

Date Sianed

y PAST I DA

Witness Name (Print)

Witness Signature





NOTICE OF TEMPORARY APPOINTMENT

R. 07.08.19

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

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TEMPORARY APPOINTMENT / APPOINT	EE DETAILS					
DEPARTMENT/DIVISION	LAST NAME			FIRST NAME		INITIAL
DPW-Operations/Sanitation	Hicks			Jalen		Т
AUTHORIZED POSITION TITLE	PAY RAI	NGE	F&P COMMIT	ITEE APPROVAL DATE	REQUISITION #	
Temporary City Laborer	9MN		NA			
UNDERFILL TITLE (IF APPLICABLE)	PAY RAI	NGE	WAS THE IN	DIVIDUAL HIRED FROM A	N ELIGIBLE LIST?	
			Yes [No If yes, Refer	ral#	
REASON FOR TEMPORARY APPOINTMEN	IT	EFFECTIVE DATE	ANTIC	PATED EXPIRATION DATE	T.A. RATE OF	DAV
During Leave of Absence of an em		12/24/2023		/2024	\$18.43	rat
To perform services of a temporar					ψ10.43	
ATTACH A COPY OF THE CURRENT JOB D			TING THE INFO	ORMATION BELOW		
PROVIDE AN EXPLANATION OF WHY THE		IEEDED:				
Provide laboring services in Sanit	ation Services					
EVDLAIN HOW THE INDIVIDUAL WAS SEL	ECTED FOR THE ADDODUTAGENT IN	CUIDING THE SEL	ECTION DROCE	SELICED AND IT NOT FROM	A ANI PILOIDI PAR	
EXPLAIN HOW THE INDIVIDUAL WAS SEL THE INDIVIDUAL WAS IDENTIFIED AS A P	OTENTIAL TEMPORARY APPOINTE	EE:	ECTION PROCE	33 USED AND IF NOT FROM	M AN EUGIBLE U	it, HOW
Wisconsin Community Services (WCS) Referral					
PROVIDE INFORMATION TO DEMONSTRA	ATE HOW THE INDIVIDUAL MEETS	THE MINIMUM F	EQUIREMENT	rs:		
TRAINING AND EDUCATION:	WORK EXPERIENCE:			OTHER REQUIREM	MENTS (i.e. LICEN	SES)
						-
IS THIS INDIVIDUAL A CURRENT OF MILWAUKEE EMPLOYEE?	ES, CURRENT DEPARTMENT:	CURRENT	POSITION TIT	LE:	EMPLOYEE ID N	UMBER:
Yes No DP	W-Operations/Sanitation	City La	borer		035400	
IS THE INDIVIDUAL BEING GIVEN THIS TE	MPORARY APPOINTMENT RELATI	ED BY BLOOD OR	MARRIAGE TO	THE APPOINTING OFFICE	ER. ANY MEMBE	R OF THE
APPOINTING BOARD OR BODY, DIRECT S	SUPERVISOR, OR TO ANY ELECTIVE	OF APPOINTIVE	CITY OFFICIAL	? (Refer to CSC Rule VIII,	Section 10 regar	ding nepotism.)
No Yes – Explain Relationsh	ip					
THIS TEMPORARY APPOINTMENT IS MAI DAYS UNLESS AN EXTENSION IS APPROV	DE IN ACCORDANCE WITH RULE IX ED BY THE COMMISSION.	, SECTION 2 OF T	HE CITY SERVI	CE COMMISSION AND IS L	IMITED TO A PE	RIOD OF 90
REPORTING OFFICER	SIGNATURE		TITLE		DAT	E
Makisha Porter	1		Human	Resources Admini	istra la 11	/28/2023
APPROVING OFFICER	SIGNATURE		TITLE		DAT	E
Danielle Rodriguez		2	Operat	ions Division Direct	or 11	/28/2023
THIS SECTION FOR DER REVIEW						- 1-7
DER REVIEW COMPLETED BY: SIG	GNATURE		TITLE		DATE	





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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SECTION 1. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATE
Hicks, Jalen was stored that the second state of the second secon	11/27/2023
POSITION TITLE PAY RANGE	RATE OF PAY
Temporary City Laborer 9MN	18.43

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A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Temporary Appointment Applicant Signature

Date Slaned

Witness Name (Print)

Witness Signature





NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

TEMPORARY APPOINTMENT / APPOINT	EE DETAILS					
DEPARTMENT/DIVISION	LAST NAME			FIRST NAME		INITIAL
DPW-Operations/Sanitation	Jones			Ivory		T
AUTHORIZED POSITION TITLE	PAY RAI	PAY RANGE F&P COMMITTEE APPRO			REQUISITION #	
Temporary City Laborer	9MN		NA			
UNDERFILL TITLE (IF APPLICABLE)	PAY RAI	NGE	WAS THE I	NDIVIDUAL HIRED FROM	AN ELIGIBLE LIST?	
			Yes Yes	No If yes, Refe	rral #	
REASON FOR TEMPORARY APPOINTMEN		EFFECTIVE DATE	ANTI	CIPATED EXPIRATION DAT	T.A. RATE OF P	AY
During Leave of Absence of an em		12/24/2023	6/2	4/2024	\$18.43	
To perform services of a temporar					14.161.16	
ATTACH A COPY OF THE CURRENT JOB D PROVIDE AN EXPLANATION OF WHY THE			TING THE IN	FORMATION BELOW		_
Provide laboring services in Sanit		ILLDLD.				
Toylor lasering corrides in carrie						
EXPLAIN HOW THE INDIVIDUAL WAS SEL	ECTED FOR THE APPOINTMENT, IN	CLUDING THE SEL	ECTION PRO	CESS USED AND IF NOT FRO	M AN ELIGIBLE LIST	r, HOW
THE INDIVIDUAL WAS IDENTIFIED AS A P		EE:				
Wisconsin Community Services (WCS) Referral					
PROVIDE INFORMATION TO DEMONSTRATION:	ATE HOW THE INDIVIDUAL MEETS <u>WORK EXPERIENCE:</u>	THE MINIMUM	REQUIREMEN			1
TRAINING AND EDUCATION.	WORK EAFLRIENCE.			OTHER REQUIRE	MENTS (i.e. LICENS	<u>iES)</u>
	ES, CURRENT DEPARTMENT:	CURRENT	POSITION T	TLE:	EMPLOYEE ID NU	MBER:
CITY OF MILWAUKEE EMPLOYEE? Yes No DF	PW-Operations/Sanitation	City La	borer		035741	
IS THE INDIVIDUAL BEING GIVEN THIS TE				TO THE ADDOINTING OFFI		OF THE
APPOINTING BOARD OR BODY, DIRECT						
No Yes – Explain Relationsh	nip					
THIS TEMPORARY APPOINTMENT IS MADAYS UNLESS AN EXTENSION IS APPROV		, SECTION 2 OF T	HE CITY SERV	/ICE COMMISSION AND IS	LIMITED TO A PER	IOD OF 90
REPORTING OFFICER	EIGNATURE		TITLE		DATE	
Makisha Porter	1 Oler	1	Huma	in Resources Admir	nistra i: 11	28/2023
APPROVING OFFICER	SIGNATURE		TITLE		DATE	
Danielle Rodriguez	مسك	7	Opera	ations Division Direc	tor 11	/28/2023
	THIS SECTION FOI	R DER REVIEW				
DER REVIEW COMPLETED BY: SIG	GNATURE		TITLE		DATE	
					2 -	





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATE	
Jones, Ivory		11/27/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.43

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

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Temporar Appointment Applicant Signature

Date Signed

Witness Name (Print)

Witness Signature





NOTICE OF TEMPORARY APPOINTMENT

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	OINTEE DETAILS					
DEPARTMENT/DIVISION	LAST NAME			FIRST NAME		INITIAL
DPW-Operations/Sanitatio	n Magett			Will		D
AUTHORIZED POSITION TITLE	PAY	RANGE	F&P COMMIT	ITEE APPROVAL DATE	REQUISITION #	
Temporary City Laborer	91/	MN	NA			
UNDERFILL TITLE (IF APPLICABLE)	PAY	RANGE	l	DIVIDUAL HIRED FROM A	N ELIGIBLE LIST?	
			Yes [No If yes, Refer	ral#	
REASON FOR TEMPORARY APPOINT		EFFECTIVE DATE	ANTIC	PATED EXPIRATION DATE	T.A. RATE OF PA	AY
	employee who is expected to retur orary nature and for a limited perion	1 12/2//2022	6/24	/2024	\$18.43	
					410.10	
ATTACH A COPY OF THE CURRENT JO PROVIDE AN EXPLANATION OF WHY			TING THE INFO	ORMATION BELOW		
Provide laboring services in Sa		S NEEDED.				
EXPLAIN HOW THE INDIVIDUAL WAS	SELECTED FOR THE APPOINTMENT	, INCLUDING THE SEL	ECTION PROCE	SS USED AND IF NOT FROM	AN ELIGIBLE LIST.	HOW
THE INDIVIDUAL WAS IDENTIFIED AS	A POTENTIAL TEMPORARY APPOI	NTEE:				,
Wisconsin Community Service	s (WCS) Referral					
PROVIDE INFORMATION TO DEMON		TS THE MINIMUM I	REQUIREMENT	S:		
TRAINING AND EDUCATION:	WORK EXPERIENCE:			OTHER REQUIREM	ENTS (i.e. LICENSI	<u>s)</u>
IS THIS INDIVIDUAL A CURRENT	IF YES CURRENT DEPARTMENT.	CHIPPENIT	POSITION TIT	E- T	EMPLOYEE ID NEW	ADED.
CITY OF MILWAUKEE EMPLOYEE?	IF YES, CURRENT DEPARTMENT:		POSITION TITE	LE:	EMPLOYEE ID NUI	MBER:
Yes No	DPW-Operations/Sanitation	on City La	borer		036126	
CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN TH	DPW-Operations/Sanitations	On City La	borer MARRIAGE TO	THE APPOINTING OFFICE	036126	OF THE
Yes No	DPW-Operations/Sanitations S TEMPORARY APPOINTMENT RELECT SUPERVISOR, OR TO ANY ELECT	On City La	borer MARRIAGE TO	THE APPOINTING OFFICE	036126	OF THE
Yes No IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE No Yes – Explain Relation	DPW-Operations/Sanitations/San	ON City La	DOTET MARRIAGE TO CITY OFFICIALS	THE APPOINTING OFFICE (Refer to CSC Rule VIII, S	036126 R, ANY MEMBER (Section 10 regardin	OF THE ng nepotism.)
Yes No IS THE INDIVIDUAL BEING GIVEN TH APPOINTING BOARD OR BODY, DIRE NO Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APP	DPW-Operations/Sanitations/San	ON City La	MARRIAGE TO CITY OFFICIAL:	THE APPOINTING OFFICE (Refer to CSC Rule VIII, S	036126 R, ANY MEMBER (Section 10 regardin	OF THE ng nepotism.)
Yes NO IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE NO Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPORTURED OFFICER	DPW-Operations/Sanitations/San	ON City La	MARRIAGE TO CITY OFFICIAL: HE CITY SERVICE	THE APPOINTING OFFICE (Refer to CSC Rule VIII, S	036126 R, ANY MEMBER (dection 10 regardin	OF THE ng nepotism.)
CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE No Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPORTURE OFFICER Makisha Porter	DPW-Operations/Sanitations/San	ON City La	MARRIAGE TO CITY OFFICIAL: HE CITY SERVICE	THE APPOINTING OFFICE (Refer to CSC Rule VIII, S	036126 R, ANY MEMBER (dection 10 regardin	OF THE ng nepotism.)
CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE NO Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPREPORTING OFFICER Makisha Porter APPROVING OFFICER	DPW-Operations/Sanitations/San	ON City La	MARRIAGE TO CITY OFFICIAL: HE CITY SERVICE TITLE Human	THE APPOINTING OFFICE (Refer to CSC Rule VIII, SEE COMMISSION AND IS LI	036126 R, ANY MEMBER (Section 10 regarding) MITED TO A PERIOD DATE Strain 11/2	OF THE ng nepotism.)
CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE No Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPORTURE OFFICER Makisha Porter	DPW-Operations/Sanitations/San	ON City La	MARRIAGE TO CITY OFFICIAL: HE CITY SERVICE TITLE Human	THE APPOINTING OFFICE (Refer to CSC Rule VIII, S	O36126 R, ANY MEMBER (DECTION 10 regarding to A PERIOD DATE STRAME 11/2 DATE	OF THE ng nepotism.)
CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE NO Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPREPORTING OFFICER Makisha Porter APPROVING OFFICER	DPW-Operations/Sanitations/San	ON City La	MARRIAGE TO CITY OFFICIAL: HE CITY SERVICE TITLE Human	THE APPOINTING OFFICE (Refer to CSC Rule VIII, SEE COMMISSION AND IS LI	O36126 R, ANY MEMBER (DECTION 10 regarding to A PERIOD DATE STRAME 11/2 DATE	OF THE ng nepotism.) OD OF 90 28/2023
CITY OF MILWAUKEE EMPLOYEE? Yes No IS THE INDIVIDUAL BEING GIVEN THE APPOINTING BOARD OR BODY, DIRE NO Yes – Explain Relation THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS APPREPORTING OFFICER Makisha Porter APPROVING OFFICER	DPW-Operations/Sanitations/San	ON City La ATED BY BLOOD OR IVE OF APPOINTIVE EIX, SECTION 2 OF T	MARRIAGE TO CITY OFFICIAL: HE CITY SERVICE TITLE Human	THE APPOINTING OFFICE (Refer to CSC Rule VIII, SEE COMMISSION AND IS LI	O36126 R, ANY MEMBER (DECTION 10 regarding to A PERIOD DATE STRAME 11/2 DATE	OF THE ng nepotism.) OD OF 90 28/2023





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Magett, Will		11/27/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.43

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

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In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Temporary Appointment Applicant Signature

11-29-23

Witness Signature

Witness Name (Print,





NOTICE OF TEMPORARY APPOINTMENT

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DEPARTMENT/DIVISION DPW-Operations/Sanitation AUTHORIZED POSITION TITLE Temporary City Laborer LAST NAME Montaque Montaque First NAME Wayne A FIRST NAME Wayne First NAME NA	
AUTHORIZED POSITION TITLE PAY RANGE F&P COMMITTEE APPROVAL DATE REQUISITION #	
The state of the s	
Temporary City Laborer 9MN NA	
Transportation and Transportatio	
UNDERFILL TITLE (IF APPLICABLE) PAY RANGE WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?	
Yes V No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT EFFECTIVE DATE ANTICIPATED EXPIRATION DATE T.A. RATE OF PAY	
During Leave of Absence of an employee who is expected to return 12/24/2023 6/24/2024 \$18.43	
10 perform services of a temporary nature and for a limited period	
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:	
Provide laboring services in Sanitation Services	
Trovido laboring dorvidos in damatam dorvidos	
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW	_
THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:	
Wisconsin Community Services (WCS) Referral	
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:	
TRAINING AND EDUCATION: WORK EXPERIENCE: OTHER REQUIREMENTS (i.e. LICENSES)	
IS THIS INDIVIDUAL A CURRENT IF YES, CURRENT DEPARTMENT: CURRENT POSITION TITLE: EMPLOYEE ID NUMBER:	
CITY OF MILWAUKEE EMPLOYEE?	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepot	·m)
No Yes – Explain Relationship	nı.,
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULEYX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90	_
DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.	
REPORTING OFFICER DATE	
Makisha Porter Human Resources Administra 11/28/202	j
APPROVING OFFICER SIGNATURE TITLE DATE	
Danielle Rodriguez Operations Division Director 11/28/202	j.
THIS SECTION FOR DER REVIEW	
DER REVIEW COMPLETED BY: SIGNATURE TITLE DATE	





R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Montaque, Wayne		11/27/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.43

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING



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I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

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Temporary Appointment Applicant Signature

Date Signed

Witness Signature

Witness Name (Print)





NOTICE OF TEMPORARY APPOINTMENT

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TEMPORARY APPOINTMENT / APPO	DINTEE DETA	ILS							
DEPARTMENT/DIVISION		LAST NAME				FIRST NAME			INITIAL
DPW-Operations/Sanitation	n	Taylor				Jalen			A
AUTHORIZED POSITION TITLE		PAY RA			TIMMO	MITTEE APPROVAL DATE REQUISI			1
Temporary City Laborer		9MN	l	NA	NA				
UNDERFILL TITLE (IF APPLICABLE)		PAY RA	NGE			DIVIDUAL HIRED FRO	M AN	ELIGIBLE LIST	?
				□ v	res [No If yes, R	eferra	al#	
REASON FOR TEMPORARY APPOINT			EFFECTIVE DATE		ANTICI	PATED EXPIRATION D	ATE	T.A. RATE OF	PAY
During Leave of Absence of ar			12/24/2023		6/24	/2024		\$18.98	
▼ To perform services of a temp									
ATTACH A COPY OF THE CURRENT J				TING TI	HE INFO	ORMATION BELOW			
Provide laboring services in S			AEEDED:						
Provide laboring services in 3	anitation	OCI VICOS							
EXPLAIN HOW THE INDIVIDUAL WAS THE INDIVIDUAL WAS IDENTIFIED A	S SELECTED F	OR THE APPOINTMENT, IN	ICLUDING THE SEI	ECTION	PROCE	SS USED AND IF NOT	ROM	AN ELIGIBLE LI	ST, HOW
			EE:						
Wisconsin Community Service	es (WCS)	Referral							
PROVIDE INFORMATION TO DEMON	ISTRATE HOV		THE MINIMUM	REQUIR	EMENT	rs:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:				OTHER REQU	REM	ENTS (i.e. LICE	VSES)
	,								
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?		RENT DEPARTMENT:	CURRENT			LE:	- ['	EMPLOYEE ID N	IUMBER:
✓ Yes No	DPW-Op	perations/Sanitation	City La	borer				035545	
IS THE INDIVIDUAL BEING GIVEN TH	IIS TEMPORA	ARY APPOINTMENT RELAT	ED BY BLOOD OF	MARRI	AGE TO	THE APPOINTING O	FFICE	R, ANY MEMBI	R OF THE
APPOINTING BOARD OR BODY, DIR		ISOR, OR TO ANY ELECTIV	E OF APPOINTIVE	CITY OI	FFICIAL	.? (Refer to CSC Rule	VIII, S	ection 10 rega	rding nepotism.)
No Yes – Explain Relati									
THIS TEMPORARY APPOINTMENT IS DAYS UNLESS AN EXTENSION IS API			X, SECTION 2 OF 1	HE CITY	/ SERVI	CE COMMISSION ANI) IS LI	IMITED TO A PI	RIOD OF 90
REPORTING OFFICER		/ STENATURE	1 _	TIT				DA	TE
Makisha Porter		1710		Н	umar	n Resources Adı	nini	stra i 1	1/28/2023
APPROVING OFFICER	_	SIGNATURE	3		ΓLE			DA	ΓE
Danielle Rodriguez	13		2	٠ ٥	perat	tions Division Di	recto	or 1	1/28/2023
		THIS SECTION FO	R DER REVIEW						
DER REVIEW COMPLETED BY:	SIGNATUR	RE		TITLE	1			DAT	E
									Server II av
				1					





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLFASF TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATE	
Taylor, Jalen		11/28/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.98

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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De TAYIOR	11/29/30				
Temporary Appointment Applicant Signature	Date Signed				
Natalie Smith	4 Smith				
Witness Name (Print)	Witness Signature				





NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

TEMPORARY APPOINTMENT / APPOINTEE DE	TAILS							
DEPARTMENT/DIVISION	LAST NAME	LAST NAME			FIRST NAME INI			
DPW-Operations/Sanitation	Williams			Melvin		В		
AUTHORIZED POSITION TITLE	PAY RAI	NGE	F&P COMMITTEE APPROVAL DATE		REQUISITION #			
Temporary City Laborer	9MN	9MN		NA				
UNDERFILL TITLE (IF APPLICABLE)	PAY RAI	PAY RANGE \		VAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST?				
			☐ Yes	No If yes, Refe	rral#			
REASON FOR TEMPORARY APPOINTMENT		EFFECTIVE DATE	ANTIC	IPATED EXPIRATION DAT	E T.A. RATE OF	PAY		
During Leave of Absence of an employee who is expected to return		12/24/2023	023 6/24/2024		\$18.43			
To perform services of a temporary natu				Ψ10.40				
ATTACH A COPY OF THE CURRENT JOB DESCRI			TING THE INF	ORMATION BELOW				
	PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:							
Provide laboring services in Sanitation	Services							
EYDI AIN HOW THE INDIVIDUAL WAS SELECTED	S EOR THE APPOINTMENT IN	ICITIDING THE SEI	FCTION PROC	FSS LISED AND IE NOT ERO	M AN ELIGIBLE II	T HOW		
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:								
Wisconsin Community Services (WCS) Referral								
PROVIDE INFORMATION TO DEMONSTRATE H	OW THE INDIVIDUAL MEETS	THE MINIMUM	REQUIREMEN	TS:				
TRAINING AND EDUCATION: WORK EXPERIENCE: OTHER REQUIREMENTS (i.e. LICENSES)								
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE?	JRRENT DEPARTMENT:	CURRENT	CURRENT POSITION TITLE:		EMPLOYEE ID N	EMPLOYEE ID NUMBER:		
Yes No DPW-C	Operations/Sanitation	City Laborer		035837				
IS THE INDIVIDUAL BEING GIVEN THIS TEMPO	RARY APPOINTMENT RELAT	ED BY BLOOD OR	MARRIAGE T	O THE APPOINTING OFFIC	ER, ANY MEMBE	R OF THE		
APPOINTING BOARD OR BODY, DIRECT SUPER	RVISOR, OR TO ANY ELECTIVI	E OF APPOINTIVE	CITY OFFICIA	L? (Refer to CSC Rule VIII,	Section 10 rega	ding nepotism.)		
No Yes – Explain Relationship								
THIS TEMPORARY APPOINTMENT IS MADE IN DAYS UNLESS AN EXTENSION IS APPROVED BY		C, SECTION 2 OF T	HE CITY SERV	ICE COMMISSION AND IS	LIMITED TO A PE	RIOD OF 90		
REPORTING OFFICER	SIGNATURE		TITLE		DA	E		
Makisha Porter	CAR	7	Huma	n Resources Admin	nistra in 1	1/28/2023		
APPROVING OFFICER	SIGNATURE		TITLE		DAT	E		
Danielle Rodriguez		2	Opera	tions Division Direc	tor 1	1/28/2023		
THIS SECTION FOR DER REVIEW								
DER REVIEW COMPLETED BY: SIGNAT	URE		TITLE		DAT			





TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY - PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)	DATE	
Williams, Melvin		11/28/2023
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary City Laborer	9MN	18.98

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Temporary Appointment Applicant Signature

Witness Signature

Witness Name (Print)