



Department of Public Works
Operations Division- Sanitation Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

Rick Meyers
Sanitation Services Manager

April 15, 2024

City Service Commission
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Probationary Period – Cleotha Hood

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Cleotha Hood, who was hired as a City Laborer, August 7, 2024 and is subject to a 9-month probationary period scheduled to end on May 7, 2024.

Mr. Hood's overall performance has met job requirements, but he has not obtained the required Commercial Driver's license. We have also outlined in his performance improvement plan the objective of maintaining good attendance with dependability being the only other area that Mr. Hood is not currently meeting requirements. DPW Fleet had not been adequately staffed to provide the required 40 hours of entry level driver training (ELDT) classroom instruction within the first six month of employment which is now a Federal requirement. DPW requests his probationary period be extended six months to November 7, 2024. This is the first extension request.

Thank you for your consideration. If you have any questions or concerns, please contact Rick Meyers, Sanitation Services Manager (x2332 rmeyer@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

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

DAR:mmp
cc: Dan Thomas, Rick Meyers, Jeff Smith