



City of Milwaukee  
Employees' Retirement System

Bernard J. Allen  
Executive Director

David M. Silber, CFA, CAIA  
Chief Investment Officer

Melody Johnson  
Deputy Director

July 9, 2024

City Service Commission  
Department of Employee Relations  
City Hall Rm 706

RE: Request for Extension of Probationary Period - Jeannette Baldwin (Employee ID #034697)

Dear City Service Commissioners:

The Employees' Retirement System (ERS) is respectfully requesting an extension of the probationary period for Jeannette Baldwin. She was hired on 2/4/2024 as the ERS Fiscal Services Assistant and is subject to a probationary period of six months, scheduled to end on August 8, 2024. This request is to extend her probationary period by an additional six months to February 4, 2025. This is the first extension request for Jeannette Baldwin.

Ms. Baldwin has been working at ERS since January 2022. In February 2024, she was promoted to the ERS Fiscal Services Assistant from ERS Accounting Assistant. The ERS Accounting Assistant is a key position in the ERS Fiscal Services section, as the position is responsible for processing invoices and vouchers, along with the employee payroll. Since this position is critical to ERS' operations, she was focused on the duties of her old position and only received minimal training for the ERS Fiscal Services Assistant position so far.

ERS recently filled the ERS Accounting Assistant position and Jeannette is currently training the person in the position. We plan to have Jeannette finish training on her new duties later this month. As Jeannette has not completed her training as the ERS Fiscal Services Assistant, there was not enough time for her supervisor to evaluate Jeannette's performance in her new position before her probationary period ends.

Ms. Baldwin has done a good job in her old position and we felt that preparing an Employee Performance Improvement Plan was unnecessary, since she has not had a chance to perform the new duties yet. We believe that this additional time will allow Ms. Baldwin to complete her training and be successful in her role as ERS Fiscal Services Assistant.

Enclosed is the Report on Probationary Service form, along with a current job description. Please reach out to her supervisor, Daniel Gopalan, ERS Chief Financial Officer at [daniel.gopalan@cmers.com](mailto:daniel.gopalan@cmers.com) with any questions.

Sincerely,

A handwritten signature in black ink that reads "Bernard J. Allen".

Bernard J. Allen  
ERS Executive Director