



**Department of Public Works
Operations Division**

Jerrel Kruschke, P.E.
Commissioner of Public Works

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

October 28, 2022

Harper Donahue, IV
Employee Relations Director
Department of Employee Relations
200 East Wells Street, Room 706

SUBJECT: Extended Temporary Appointments for Eight (8) Seasonal Winter Relief Drivers

Dear Mr. Donahue:

The Department of Public Works, Operations Division, is requesting the approval of eight (8) extended temporary appointments for our seasonal winter relief drivers. These drivers are retired City of Milwaukee employees from our division. They all have previous experience with snow and ice control operations equipment. The winter relief drivers return in a temporary capacity to assist with these emergency operations on an as needed basis.

Due to our current staffing of CDL drivers, these employees will be critical to assist in maintaining our essential services during inclement weather.

The Temporary Winter Relief Drivers are listed below:

1. Jerry Gainer, October 10, 2022 and ending on May 13, 2023.
2. Martin King, October 10, 2022 and ending on May 13, 2023.
3. Michael Mack, October 10, 2022 and ending on May 13, 2023.
4. Oliver Bragg, October 12, 2022 and ending on May 13, 2023.
5. Eric Jackson, October 13, 2022 and ending on May 13, 2023.
6. Paul Fowler, October 27, 2022 and ending on May 13, 2023.
7. Kenneth Garrett, October 27, 2022 and ending on May 13, 2023.
8. Gary Payton, October 27, 2022 and ending on May 13, 2023.

The extended temporary appointments are requested through May 13, 2023 (pay period 10) 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

KJ

cc: D. Thomas



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 07.08.19

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.

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Bragg	FIRST NAME Oliver	INITIAL
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/12/22	ANTICIPATED EXPIRATION DATE 5/10/2023	T.A. RATE OF PAY \$40.15
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: Operate equipment when needed for seasonal operations			
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: Retired Driver			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
		26 years of driving experience	CDL
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 010152
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 APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, 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 Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/6/2022
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/6/2022
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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
Bragg, Oliver		10/10/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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.

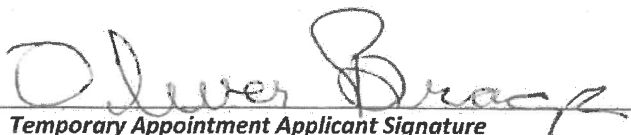
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee 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.

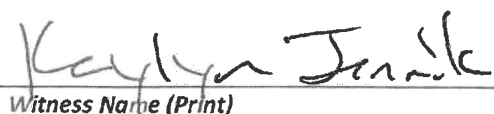
I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

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

10-12-22
Date Signed


Witness Name (Print)


Witness Signature



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200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations	LAST NAME King	FIRST NAME Martin	INITIAL
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/10/22	ANTICIPATED EXPIRATION DATE 5/10/2023	T.A. RATE OF PAY \$40.15
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PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Operate equipment when needed for seasonal operations			
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PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
		22 years of driving experience	CDL
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 012757
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 nepotism.) ☒ No ☐ Yes – Explain Relationship			
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REPORTING OFFICER Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/6/2022
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/6/2022
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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
King, Martin		10/10/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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).

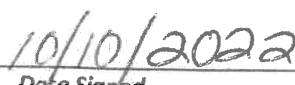
I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment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


Witness Signature



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NOTICE OF TEMPORARY APPOINTMENT

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TEMPORARY APPOINTMENT / APPOINTEE DETAILS

DEPARTMENT/DIVISION DPW-Operations	LAST NAME Gainer	FIRST NAME Jerry	INITIAL
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/10/22	ANTICIPATED EXPIRATION DATE 5/10/2023	T.A. RATE OF PAY \$40.15

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:

Operate equipment when needed for seasonal operations

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:

Retired Driver

PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:

TRAINING AND EDUCATION:

WORK EXPERIENCE:

OTHER REQUIREMENTS (i.e. LICENSES)

24 years of driving experience

CDL

IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 010068
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 APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes – Explain Relationship			

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REPORTING OFFICER Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/6/2022
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/6/2022

THIS SECTION FOR DER REVIEW

DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE
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Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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
Gainer, Jerry		10/10/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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.

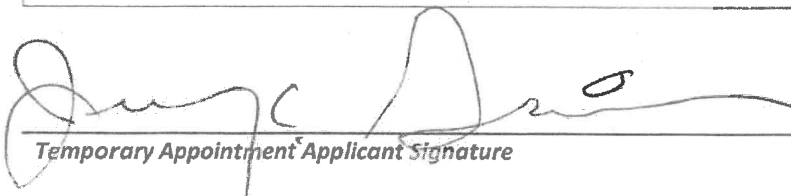
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In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior 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

10-10-22
Date Signed

Kaylyn Jernik
Witness Name (Print)


Witness Signature



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS											
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Fowler	FIRST NAME Paul	INITIAL								
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784								
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #									
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/27/22	ANTICIPATED EXPIRATION DATE 5/10/2023	T.A. RATE OF PAY \$40.15								
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PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Operate equipment when needed for seasonal operations											
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: Retired Driver											
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <table border="0"><tr><td><u>TRAINING AND EDUCATION:</u></td><td><u>WORK EXPERIENCE:</u></td><td colspan="2"><u>OTHER REQUIREMENTS (i.e. LICENSES)</u></td></tr><tr><td></td><td>30 years of driving experience</td><td colspan="2">CDL</td></tr></table>				<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>			30 years of driving experience	CDL	
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>									
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IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 005099								
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 nepotism.) ☒ No ☐ Yes – Explain Relationship											
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REPORTING OFFICER Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/24/2022								
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THIS SECTION FOR DER REVIEW											
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE								



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

APPLICANT NAME (last, first, middle)		DATE
Fowler, Paul		10/27/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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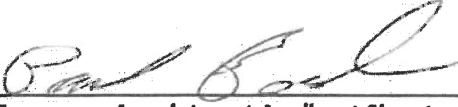
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Temporary Appointment Applicant Signature

10-27-22
Date Signed

Keylyn Jernit
Witness Name (Print)


Witness Signature



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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TEMPORARY APPOINTMENT / APPOINTEE DETAILS				
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Garrett	FIRST NAME Kenneth	INITIAL	
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784	
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #		
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/27/22	ANTICIPATED EXPIRATION DATE 5/10/23	T.A. RATE OF PAY \$40.15	
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: Operate equipment when needed for seasonal operations				
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: Retired Driver				
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION:		WORK EXPERIENCE:		OTHER REQUIREMENTS (i.e. LICENSES)
		30 years of driving experience		CDL
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 014798	
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 APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes – Explain Relationship				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, 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 Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/24/2022	
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/24/2022	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	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
Garrett, Kenneth		10/27/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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.

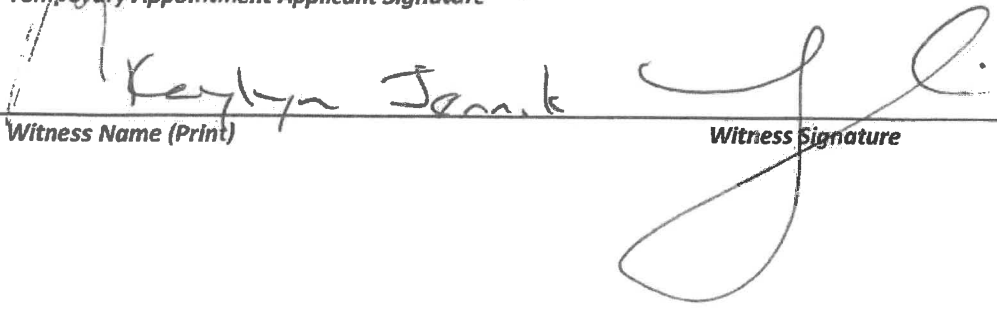
I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

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

10-27-21
Date Signed


Witness Name (Print)

Witness Signature



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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.

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Jackson	FIRST NAME Eric	INITIAL
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/13/22	ANTICIPATED EXPIRATION DATE 5/10/2023	T.A. RATE OF PAY \$40.15
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: Operate equipment when needed for seasonal operations			
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: Retired Driver			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
		26 years of driving experience	CDL
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 008472
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 APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, 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 Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/12/2022
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/12/2022
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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
Jackson, Eric		10/13/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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.

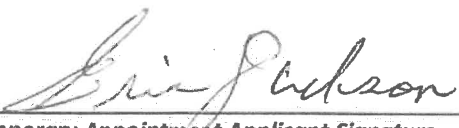
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee 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.

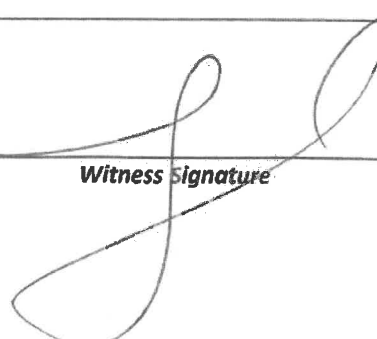
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (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

10-13-2022
Date Signed


Witness Name (Print)


Witness Signature



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Mack	FIRST NAME Michael	INITIAL
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/10/22	ANTICIPATED EXPIRATION DATE 5/10/2023	T.A. RATE OF PAY \$40.15
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: Operate equipment when needed for seasonal operations			
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: Retired Driver			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
		30 years of driving experience	CDL
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 007488
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 nepotism.) ☒ No ☐ Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, 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 Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/6/2022
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/6/2022
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

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

APPLICANT NAME (<i>last, first, middle</i>)		DATE
Mack, Michael		10/10/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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

10/10/22
Date Signed

Kayla Jernick
Witness Name (Print)


Witness Signature



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

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

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW-Operations	LAST NAME Payton	FIRST NAME Gary	INITIAL
AUTHORIZED POSITION TITLE Temporary Winter Relief Driver	PAY RANGE 9JN	F&P COMMITTEE APPROVAL DATE NA	REQUISITION # 9784
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? ☐ Yes ☒ No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT ☐ During Leave of Absence of an employee who is expected to return ☒ To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 10/27/22	ANTICIPATED EXPIRATION DATE 5/10/23	T.A. RATE OF PAY \$40.15
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: Operate equipment when needed for seasonal operations			
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: Retired Driver			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE: 30 years of driving experience	OTHER REQUIREMENTS (i.e. LICENSES) CDL
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? ☐ Yes ☒ No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER: 016671
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 APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) ☒ No ☐ Yes – Explain Relationship			
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REPORTING OFFICER Kaylyn Jennik	SIGNATURE 	TITLE Operations Services Manager	DATE 10/24/2022
APPROVING OFFICER Danielle Rodriguez	SIGNATURE 	TITLE Director of Operations	DATE 10/24/2022
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY: Charles Hughes	SIGNATURE	TITLE Workforce Planning and Certification Supervisor	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



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
Payton, Gary		10/27/2022
POSITION TITLE	PAY RANGE	RATE OF PAY
Temporary Winter Relief Driver	9JN	\$40.15/hr - resident

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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Gary D. Payton
Temporary Appointment Applicant Signature

10-27-22
Date Signed

Keylyn Jennik
Witness Name (Print)

[Signature]
Witness Signature