



**Department of Public Works
Administration**

Jerrell Kruschke, P.E.
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

April 11th, 2025

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

Re: Extension of Probationary Period Request (Ms.): Bounds, Jasmine

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Jasmine Bounds, who was hired as a Communications Assistant IV, October, 27th, 2024 and is subject to a 6-month probationary period scheduled to end on April 27th, 2025.

Ms. Bounds is not meeting the expectations of the job requirements in three categories. Currently we would rate her as "Below Job Requirements" in Dependability, Productivity and Interpersonal Skills. A performance improvement plan will be implemented for Ms. Bounds, where she will receive remedial training on Dependability (consistently punctual and regular in attendance, accepts responsibility and reliable in completing assignments), Productivity (proficiency in carrying out assignments with accuracy and meet quality standards) and Interpersonal Relationships (establishes and maintains effective and productive working relationships with peers and maintains internal and external customer service standards). The goal is to assist the employee retain information, practices, and procedures that will better assist Ms. Bounds with her daily service expectations. Ms. Bounds is struggling to meet the needs of the position. We do believe that if she applies herself she will be successful We want to give Ms. Bounds the opportunity to demonstrate her ability to learn the job and apply this information in her position.

The Department of Public Works respectfully requests permission and approval to extend the probationary period for Ms. Jasmine Bounds, Communications Assistant IV, from April 28, 2025 to July 28, 2025. This is the first request.

Thank you for your consideration. If you have any questions or concerns, please contact Anthony Gayfield Fleet Operations Manager (x2701 Anthony.Gayfield2@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

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