



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

September 13, 2024

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

RE: Request to Extend Probationary Period – Shannon Suvell Cotton

Dear City Service Commissioners:

DPW Operations Division respectfully requests to extend the probationary period for Shannon Suvell Cotton, who was hired as an Equipment Operator I, March 18, 2024 and is subject to a 6-month probationary period scheduled to end on September 18, 2024.

Mr. Cotton's overall performance has met or exceeded job requirements, but he has had some issues developing into this new role. The department has identified two areas that require improvement. Those areas include job knowledge and operating municipal equipment. Management has determined that based on Mr. Cotton's productivity and current job knowledge that he could use some refresher training as it relates to operating municipal equipment. The department has put together a performance improvement plan covering these two deficiencies to ensure Mr. Cotton's success. DPW requests his probationary period be extended six months to March 18, 2025. This is the first 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