



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Department of Employee Relations

To: The Honorable
The Board of City Service Commissioners

From: Kristin Hennessy Urban
Staffing Services Manager

Date: November 17, 2024

RE: Proposed change to **Rule VIII, Requisitions, Certification and Appointments, Section 8 Probationary Period**

I respectfully request that **Rule VIII, Requisitions, Certification and Appointments, Section 8 Probationary Period** be amended to create a uniform, 12-month probationary period for all titles within the City Service. Attached are several documents pertaining to this proposal: a draft revision to **Rule VIII, Requisitions, Certification and Appointments, Section 8 Probationary Period** and memos from the Milwaukee Health Department (MHD) and the Department of Public Works (DPW) that requesting a 12- month probationary period for all titles within their respective departments.

Background

Over the years, the Commission has received and approved requests for rule changes to increase the probationary period of FLSA non-exempt titles to more than six months. Cumulatively, there are more than 150 title exceptions to Rule VIII, Section 8, impacting hundreds of positions within the City Service.

Discussion

Consistent with the reasons that the MHD and the DPW have cited, the following supports this rule change:

Work is often seasonal and cyclical. While an employee may demonstrate competence in one area of the job, a probationary period that is fewer than 12 months does not allow for observation and feedback in all job functions. Examples include city laborer and many office support titles, in which the work changes by the season, based on an annual cycle or by duties that are periodic but critical.

A 12-month probationary period would benefit both the new employee and the supervisor, allowing additional time for training, coaching, counseling and evaluation. Additionally, there would be reduced stress on the new employee to demonstrate mastery of all aspects of the job in a short time.

The nature of work has changed. While jobs formerly existed in which the incumbent was responsible for rote, predictable and isolated work, all jobs have become more complex due to the need for technological acumen and interpersonal skills, including customer service. No position is exempt from these requirements. For example, the DER formerly tested administrative and clerical candidates for their typing speed, as typing quickly and accurately was an essential function of these positions and a significant barometer of the employee's performance. We have not tested for typing skills for many years, as the focus in our assessments is on proficiency in the Microsoft Office Suite, using proprietary software, customer service and interpersonal relations.

There are instances in which successful job performance can be measured in fewer than nine months. Accordingly, at the next meeting of the Commission, I will submit a policy for your approval that would allow the hiring authority to pass a probationary employee after nine months of service.

Of note, the proposed rule change also clarifies the language relative to the probationary period for positions transferred to another department as the result of a reorganization or restructuring, allowing for the department to request a new probationary period only if there is a substantial change in job functions and required knowledge, skills and abilities. This mirrors the approach for an internal transfer, requiring an analysis of the position, a recommendation from the DER and Commission approval to require a new probationary period.

For the reasons cited above, I recommend amending **Rule VIII, Requisitions, Certification and Appointments, Section 8 Probationary Period** to read as follows:

Section 8. Probationary period. A person appointed to a position or transferred to a different department or division or reinstated to a different department or division shall serve a probationary period of twelve months of actual service. A person shall serve one probationary period in each class title in the same department or division. The Commission may, at the request of an appointing authority and with a recommendation from DER, require a new probationary period for an intra-departmental transfer when the nature of work and the knowledge, skills, and abilities required for successful performance are significantly different; this new probationary period shall be half the duration of the original probationary period established for that classification. The Commission, however, may specify at any time, for any person or persons, a probationary period of a length longer or shorter than as specified herein. The Commission may also extend a probationary period at the request of the appointing officer. When such a request is received before the expiration of the probationary period, such probationary period shall be extended until the appointing officer receives written notification of the Commission's action on the request. The probationary period shall not include time served as a temporary or provisional appointee but shall date from the time of appointment from a certified eligible list, promotion under Civil Service Rule IV, or from time of transfer, reinstatement or layoff from one position to another. A probationary period is deemed completed upon the Commission's receipt of a report of satisfactory completion from the appointing officer or upon completion of the probationary period without notice of termination. (CSC: 3/21/17; Mayor: 4/11/17; Effective 4/27/17) (CSC: 4/4/2017, Mayor: 4/11/17; Effective 4/27/17) (CSC: 12/11/2018; Mayor: 12/28/18; Effective 3/1/19)

- a. Apprentices, who are employed under the terms of apprentice contracts with the State of Wisconsin which contain removal and appeal procedures, are not subject to the provisions of this rule.
- b. If a person holds a position that is transferred to a different Department as the result of a reorganization, consolidation or centralization of functions and there is a resulting substantial change in the nature of work and the knowledge, skills, and abilities required for successful performance, the Commission may, at the request of an appointing authority and with a recommendation from the DER, require a new probationary period.
- c. Persons appointed to the position of Code Enforcement Intern, Department of Neighborhood Services shall serve a probationary period equal to length of the appointment to the Intern classification. (CSC: 12/9/14; Mayor: 1/2/15; Effective: 1/17/15)

Please contact me at 414.286.8643 with any questions regarding the above.

Section 8. **Probationary period.** A person appointed to a position or transferred to a different department or division or reinstated to a different department or division shall serve a probationary period of **twelve months** of actual service. ~~for positions classified as non-exempt from FLSA or twelve months of actual service for positions classified as exempt from FLSA with the exception of those positions designated below in Subsections (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l) (m), (n), (o) and (p).~~ A person shall serve one probationary period in each class title in the same department or division.; ~~however,~~ **The Commission** may, at the request of an appointing authority and with a recommendation from DER, require a new probationary period for an intra-departmental transfer when the nature of work and the knowledge, skills, and abilities required for successful performance are significantly different.; ~~t~~**This new probationary period shall be half the duration of the original probationary period established for that classification.** The Commission, however, may specify at any time, for any person or persons, a probationary period of a length longer or shorter than as specified herein. The Commission may also **extend a probationary period at the request of the appointing officer.** When such a request is received **before** the expiration of the probationary period, such probationary period shall be extended until the appointing officer receives written notification of the **Commission's** action on the request. **The probationary** period shall not include time served as a temporary or provisional appointee but shall date from **the** time of appointment from a certified eligible list, promotion under Civil Service Rule IV, or from time of transfer, reinstatement or layoff from one position to another. A probationary period is deemed completed upon the Commission's receipt of a report of satisfactory completion from the appointing officer or upon completion of the probationary period without notice of termination. (CSC: 3/21/17; Mayor: 4/11/17; Effective 4/27/17) (CSC: 4/4/2017, Mayor: 4/11/17; Effective 4/27/17) (CSC: 12/11/2018; Mayor: 12/28/18; Effective 3/1/19)

~~Persons in the herein-stated positions shall serve the following probationary periods:~~

- ~~a. Persons appointed to the positions of City Laborer within the Department of Public Works shall serve probationary periods of nine months of actual cumulative service in the positions. (CSC: 2/24/15; Mayor: 3/2/15; Effective: 3/17/15)~~
- ~~b. a.-Apprentices, who are employed under the terms of apprentice contracts with the State of Wisconsin which contain removal and appeal procedures, are not subject to the provisions of this rule.~~
- ~~c. Persons appointed to all inspector positions in the Department of Neighborhood Services shall serve twelve-month probationary periods. (CSC: 7/24/12; Mayor: 7/31/12; Effective: 8/17/12)~~
- ~~d. Persons appointed to the positions of Municipal Services Electrician and Public Works Inspector I shall serve nine-month probationary periods. Persons appointed to the positions of Directional Boring Machine, 40 hp and over/Worker shall serve probationary periods of three months of actual service. (CSC: 04/04/17; Mayor: 04/11/17; Effective 04/27/17)~~

- e. ~~Persons appointed to the following professional positions (EEO category) shall serve twelve month probationary periods: Budget and Management Analyst, Health and Safety Specialist, Human Resources Analyst, Labor Relations Analyst, Water Chemist Senior, Librarian I, II, III and IV, Library Circulation Services Coordinator, Library Communications Assistant, Library Education Coordinator, Library Reference Assistant, Library Security Investigator, Library Services Coordinator, Library Technical Services Coordinator, Library Volunteer Coordinator, Management Services Specialist, Market Analyst, Nutritionist, Pension Specialist Senior, Personnel Analyst, Programmer Analyst, Property Appraiser and Senior Property Appraiser, Public Health Educator I and II, Public Health Nurse and Public Health Nurse Intern, Public Health Social Worker, Test Administration Coordinator, and Water Microbiologist and Water Microbiologist, Sr. (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21) (CSC: 4/26/2022; Mayor: 5/5/2022; Effective: 6/14/2022)~~
- f. ~~Persons appointed to the following professional positions (EEO category) shall serve twelve month probationary periods: Architectural Designer I, Civil Engineer I, Electrical Engineer I, Fire Protection Engineer, Landscape Architect, Mechanical Engineer I, Mechanical Plan Examiner II, Mechanical Plan Examiner III, Architectural Designer II, Architect III, Civil Engineer II, Civil Engineer III, Electrical Engineer II, Electrical Engineer III, Fire Protection Engineer II, Fire Protection Engineer III, Mechanical Engineer II, Mechanical Engineer III, Plan Examiner II and Plan Examiner III, Fire Control Engineer III. (CSC: 7/16/19; Mayor: 7/24/19; Effective 8/24/19.)~~
- g. ~~Persons appointed to positions in the Office of the City Treasurer shall serve twelve month probationary periods. (CSC: 9/7/10; Mayor: 9/27/10; Effective 10/15/10.) (CSC: 12/13/11; Mayor: 12/21/11; Effective: 1/09/12) (CSC: 5/1/12; Mayor: 5/16/12; Effective: 6/4/12)~~
- h. ~~Persons appointed to the position of Vehicle Services Technician I in the Department of Public Works shall serve twelve month probationary period. (CSC: 6/11/13; Mayor: 6/17/13; Effective: 7/4/13)~~
- i. ~~Persons appointed to all License Specialist positions in the License Division shall serve twelve month probationary periods. (CSC: 6/25/13; Mayor: 6/28/2013; Effective: 7/11/13)~~
- j. ~~Persons holding a position which is transferred to a different Department as a result of a reorganization, consolidation/centralization of functions shall not serve a new probationary period if provided that there is a substantial change in job duties, no change in classification. If a person holds a position that is transferred to a different Department as the result of a reorganization, consolidation or centralization of functions and there is a resulting substantial change in the nature of work and the knowledge, skills, and~~

abilities required for successful performance, the Commission may, at the request of an appointing authority and with a recommendation from the DER, require a new probationary period.

- ~~k. Persons appointed to the position of Environmental Health Specialist, Lead Risk Assessor I, Lead Risk Assessor II, Health Access Assistant, and HealthCare Access Program Coordinator in the Health Department shall serve a twelve-month probationary period. (CSC: 9/9/14; Mayor: 9/23/14; Effective: 10/16/14). (CSC: 1/12/21; Mayor: 1/22/21; Effective: 2/5/21). (CSC: 6/22/21; Mayor: 7/9/21; Effective: 7/19/21). (CSC: 1/11/2022; Mayor: 1/14/2022; Effective: 2/3/2022).~~
- ~~l. c. Persons appointed to the position of Code Enforcement Intern, Department of Neighborhood Services shall serve a probationary period equal to length of the appointment to the Intern classification. (CSC: 12/9/14; Mayor: 1/2/15; Effective: 1/17/15)~~
- ~~m. Persons appointed to the classification of Urban Forestry Specialist Trainee Department of Public Works shall serve a probationary period equal to the length of the appointment to the Urban Forestry Specialist Trainee classification. (CSC: 2/21/17; Mayor: 3/10/17; Effective 4/13/17). (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21)~~
- ~~n. Persons appointed to the positions of Water Chemist and Senior Water Treatment Plant Operator in the Milwaukee Water Works shall serve a nine-month probationary period. (CSC: 2/21/17; Mayor: 3/10/17; Effective 4/13/17) (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19)~~
- ~~o. Persons appointed to the position of Municipal Court Clerk I in the Municipal Court shall service a twelve-month probationary period. (CSC: 10/9/18; Mayor: 10/19/18; Effective 3/1/19)~~
- ~~p. Persons appointed to the positions of Water Plant Steamfitter and Water Plant Steamfitter HVACR Mechanic in the Milwaukee Water works shall serve a twelve-month probationary period. (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21) (CSC: 4/26/2022; Mayor: 5/5/2022; Effective: 6/14/2022)~~



**Department of Public Works
Administration**

Jerrell Kruschke, P.E.
Commissioner of Public Works

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

October 23, 2024

Kristin Urban
Employee Relations
City Hall, Room 706
200 E. Wells Street
Milwaukee, WI 53202

Re: Request for a 12-Month Probationary Period for All Positions in the Department of Public Works

Dear Ms. Urban,

The Department of Public Works respectfully requests permission and approval for all positions in the Department of Public Works to be subject to a 12-month probationary period.

The Department of Public Works completes seasonal work across the entire Department such as Snow and Ice Control Operations, leaf collection pick-ups, construction work related to filling in potholes, operating bridges, servicing frozen water meters in residential homes, etc. In addition, this new probationary period would allow our employees such as City Laborers more time to obtain the appropriate licensing for a Commercial Driver's License (CDL), whereas they are currently required to obtain it with 6 months of employment. This also applies to Water Repair Worker 1; those employees are required to obtain their CDL within 6 months of employment as well. Finally, we have some employees subject to a lay off such as the Public Works Inspectors; however, they are transferred to various sections in DPW during the construction season but it is possible that we are not fully evaluating them if they are hired before the end of the construction season.

This timeframe would allow managers more time evaluate probationary employees in each season based on the tasks and duties at that time. Furthermore, it would benefit the probationary employees to receive more necessary training and more time to obtain the necessary licensing/certifications.

If you have any questions, please contact me at 414-286-3307.

Sincerely,

Signed by:

FA7CE1AF35AD4CA...

Dan Thomas, M.P.A., J.D.

DPW Administrative Services Director

C: Jerrel Kruschke
Danielle Rodriguez
Patrick Pauly
Kevin Muhs
File



October 24, 2024

Harper Donahue, IV
Executive Secretary
City Service Commission
200 E Wells Street Room 706
Milwaukee, WI 53202

RE: Health Department Probationary Periods

Dear Director Donahue:

Over the last two years, the Milwaukee Health Department has seen tremendous change in leadership and strategic direction in the department. The leadership team has completed a strategic planning process in summer of 2022. Our goal is to be intentional with the decisions we are making by aligning with the strategic plan developed by the strategy steering committee.

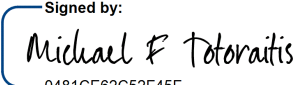
One strategy developed as part of the strategic planning process and development of the MHD balanced scorecard includes an evaluation by HR and the leadership team of all position roles, titles, responsibilities and competencies to reflect Public Health 3.0 and the antiracism objectives. To support this strategy, the department is requesting a 12-month probationary period for Health Department employees.

A 12-month probationary period would be beneficial for both the employees and the supervising managers. The full 12 months of training and review allows employees to learn the full cycle of departmental activities and provides for independent paced training meeting the learning needs of the employee. We believe this will prepare employees for successful service within the department. The department is requesting a 12-month probationary period for all Health Department employees regardless of Fair Labor Standards Act (FLSA) status. This request is for new hires or new appointments within the department. Any current employees as of the approval of this request would be grandfathered under the previous City Service Rule VII, Section 8, Probationary Periods.

The Health Department has a total of 119 job titles, 58 FLSA exempt and 61 FLSA nonexempt job titles. Of the FLSA nonexempt job titles, 9 are already listed with a 12-month probationary period. This request will add an additional 49 job titles to a 12-month probationary period. For your reference, the list of Health Department titles is attached.

Thank you for the opportunity to present this request before the City Service Commission. If you have any questions, please contact Lindsey O'Connor, Health Human Resources Administrator at (414)286-6406 or loconnor@Milwaukee.gov.

Sincerely,

Signed by:

0481CE62C52F45F
Michael F. Totoraitis, PhD
Commissioner of Health

Job Title	Pay Range	Probationary Period
Accounting Coordinator I	2EN	6
Accounting Coordinator II	2FN	6
Administrative Assistant III	5IN	6
Administrative Assistant IV (X)	5JN	6
Bioinformatician	2LN	6
Chemist	2FN	6
Chemist-Senior	2HN	6
Clinic Assistant (underfill title)	5BN	6
Clinic Office Coordinator	5IN	6
Community Education Assistant	5BN	6
Community Health Administrative Specialist 1	5IN	6
Community Health Administrative Specialist 2	5JN	6
Community Health Administrative Specialist 3	5KN	6
Community Health Dietician 1	2HN	6
Community Health Dietician 2	2IN	6
Community Health Dietician 3	2JN	6
Community Health Nutritionist 1	3LN	6
Community Health Nutritionist 2	3MN	6
Community Health Nutritionist 3	3NN	6
Community Outreach Specialist	2EN	6
Consumer Environmental Health Coordinator	2IN	6
Consumer Environmental Health Inspector 1	3PN	6
Consumer Environmental Health Inspector 2	3QN	6
Consumer Environmental Health Inspector 3	3RN	6
Consumer Environmental Health Inspector 4	3SN	6
Customer Service Representative 1	6GN	6
Customer Service Representative 2	6HN	6
Customer Service Representative 3	6KN	6
Disease Intervention Specialist 1	2DN	6
Disease Intervention Specialist 2	2EN	6
Disease Intervention Specialist 3	2FN	6
Disease Intervention Specialist Coordinator	2GN	6
Doula 1	2FN	6
Doula 2	2GN	6
Doula 3	2HN	6
Doula Program Coordinator	2KN	6
Emergency Response Planning Coordinator	2HN	6
Environmental & Disease Control Specialist	2IN	6
Fatherhood Involvement Specialist 1	2FN	6
Fatherhood Involvement Specialist 2	2GN	6
Fatherhood Involvement Specialist 3	2HN	6
Graphic Designer I	2AN	6
Graphic Designer II	2BN	6
Health Project Assistant	5IN	6
Home Environmental Health Coordinator	2HN	6
Home Environmental Health Inspector 1	3LN	6

Home Environmental Health Inspector 2	3MN	6
Home Environmental Health Inspector 3	3PN	6
Home Environmental Health Inspector 4	3QN	6
Housing Compliance Officer 1	7HN	6
Housing Compliance Officer 2	7IN	6
Human Resources Assistant	5JN	6
Inventory Control Assistant 1	8BN	6
Inventory Control Assistant 2	8DN	6
Inventory Control Assistant 3	8EN	6
Laboratory Information Systems Specialist	2KN	6
Laboratory Quality Assurance Specialist	2HN	6
Lead Enrollment Coordinator	5IN	6
Lead Project Inspector 1	7HN	6
Lead Project Inspector 2	7IN	6
Lead Project Specialist	2EN	6
Mammography Technologist	3MN	6
Medical Assistant	5CN	6
Medical Assistant-Bilingual Hmong	5CN	6
Medical Laboratory Technician	3MN	6
Microbiologist	2FN	6
Microbiologist-Senior	2HN	6
Office Assistant II	6DN	6
Office Assistant III	6GN	6
Office Assistant IV	6KN	6
Program Assistant I	5GN	6
Program Assistant II	5IN	6
Program Assistant III	5JN	6
Public Health Aide	5BN	6
Public Health Nurse Senior	2KN	6
Radiologic Technologist (05 FTE)	3PN	6
Virologist	2FN	6
Virologist-Senior	2HN	6
WIC Client Service Assistant 1	5GN	6
WIC Client Service Assistant 2	5HN	6
WIC Client Service Assistant 3	5IN	6