



City of Milwaukee
Employees' Retirement System

Bernard J. Allen
Executive Director

David M. Silber, CFA, CAIA
Chief Investment Officer

Melody Johnson
Deputy Director

January 3, 2025

City Service Commission
Department of Employee Relations
City Hall Rm 706

RE: Request for Extension of Probationary Period - Jeannette Baldwin (Employee ID #034697) – 2nd Request

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 4, 2024. Her probation was extended from August 4, 2024 to February 4, 2025. This request is to extend her probationary period by an additional six months to August 4, 2025. This is the second 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.

Ms. Baldwin has started training for the new position, but she has missed a substantial amount of time while out on leave and it doesn't appear that she will complete her training prior to the end of her probationary period on February 4, 2025. We are requesting an extension so that she can complete her training and we can properly assess her performance.

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 with any questions.

Sincerely,

Bernard J. Allen
ERS Executive Director

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