



**Department of Public Works  
Administration**

Karen Dettmer, P.E.  
Interim Commissioner of Public Works

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

December 22, 2021

Makda Fessahaye, Employee Relations Director  
City Hall, Room 706  
200 E. Wells St  
Milwaukee, WI 53202

Re: Extension of Probationary Period Request (Urban Forestry Laborer): McCray, Terrell

Dear Ms. Fessahaye:

The Department of Public Works respectfully requests permission and approval to extend the probationary period for Mr. Terrell McCray as an Urban Forestry Laborer for an additional 6 months.

It is the practice of The Department of Public Works- Administrative Services Division to direct other DPW departments who are interested in having an employee's probation extended to submit all necessary paperwork at least 30 days prior to the Probation expiration date. In this case, we received notification about employee on December 20, 2021 for the above-named employee whose Probation is scheduled to end on December 28, 2021.

Due to what the division indicates are a unique set of circumstances this request was not submitted within the customary 30 day period. Forestry Managers, Randy Krouse and Ian Brown, will be available to answer any questions about this request and this employee's probationary performance.

According to Forestry management, Mr. McCray is not meeting expectations of the job requirements. While he has good interpersonal skills, and was successfully able to manage a boulevard mowing route; Mr. McCray's struggles with initiative, work production, job awareness and safety, and retaining task instructions.

We are requesting to extend his probation 6 months to allow more time to develop his work competencies for this job. We also have implemented a Performance Improvement Plan to track and assess Mr. McCray's performance.

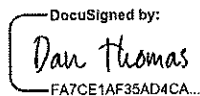
Ms. Fessahaye  
December 22, 2021  
Page 2

In order to pass probation, Mr. McCray should be able to meet the following goals:

1. Increase initiative at the work site.
2. Increase awareness and safety.
3. Demonstrate learning and retention of materials.

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

Sincerely,

DocuSigned by:  
  
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Dan Thomas M.P.A., J.D.  
DPW Administrative Services Director



CS-58  
r. 04.07.17

# REPORT ON PROBATIONARY SERVICE

Board of City Service Commissioners

DER REPORT NO.

**INSTRUCTIONS:** Complete this form and return the original to the Department of Employee Relations – Pay Services Section before the end of the probationary period. Refer to Civil Service Rule VIII, Section 8 – Probationary Periods.

Copy to:

- Employee
- Department

1. Employee's Name (First, MI, Last) <b>TERRELL MCCRAY</b>		2. Employee ID <b>035046</b>	
3. Job Title <b>URBAN FORESTRY LABORER</b>		4. Department/Division <b>5458</b>	
5. Appointment Date <b>6/28/2021</b>		6. Date Probationary Period Ends <b>12/28/2021</b> or six months actual service	
7a. Complete First Review by: <b>12/1/21</b>		8a. Complete Second Review by:	
7b. Enter Factor Rating: (O, EJR, MJR, BJR, U)  PRODUCTIVITY MJR KNOWLEDGE BJR INITIATIVE BJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS <u>MJR</u>  7c. Supervisor's Comments: Trained on mowing, took a route. Work for the full shift and monitor break times. Take responsibility for topics that have been taught so knowledge is grown rather than repeating.		8b. Enter Factor Rating: (O, EJR, MJR, BJR, U)  PRODUCTIVITY KNOWLEDGE INITIATIVE DEPENDABILITY INTERPERSONAL RELATIONSHIPS  8c. Supervisor's Comments:	
7d. Employee's Initials/Date		8d. Employee's Initials/Date	
9a. Complete Final Review by: <b>12/21/21</b>		9b. Enter Factor Rating: (O, EJR, MJR, BJR, U)  PRODUCTIVITY BJR KNOWLEDGE U INITIATIVE U DEPENDABILITY BJR INTERPERSONAL RELATIONSHIPS MJR  9c. Supervisor's Comments: Frequently with hands in pockets or on phone at work site. Creates safety concerns at crew because not paying attention. Continues to require frequent retraining on repeated tasks. Lacks initiative to work or learn.	
9d. Employee's Initials/Date		9d. Employee's Initials/Date	
Listed below are the factors on which you are to evaluate the employee. Next to each factor are examples that describe performance at the MEETS JOB REQUIREMENTS level. These are provided as reference points for evaluating performance. Indicate your rating for each factor by entering the appropriate letters (O, EJR, MJR, BJR, U) in the boxes in Items 7b through 9b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED). Comments should be recorded in the boxes in items 7c through 9c for any factors that are rated BELOW JOB REQUIREMENTS OR UNSATISFACTORY. Attach additional page(s) as necessary.			
<p>O = OUTSTANDING      EJR = EXCEEDS JOB REQUIREMENTS      MJR = MEETS JOB REQUIREMENTS      BJR = BELOW JOB REQUIREMENTS      U = UNSATISFACTORY</p>			
Factor: "MEETS JOB REQUIREMENTS" Standards and Expectations			
<p><b>A. PRODUCTIVITY</b></p> <ul style="list-style-type: none"> <li>Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available.</li> <li>Demonstrates skill and proficiency in carrying out assignments.</li> <li>Work product is accurate, thorough and effective, and meets quality standards.</li> <li>Work output matches expectations within established timelines.</li> </ul>			
<p><b>B. KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>Understands the needs and requirements of the job and applies skills and knowledge to perform the job competently.</li> <li>Understands the purposes, objectives, practices and procedures of the department.</li> <li>Demonstrates understanding of job procedures, methods, facts, and information related to assigned work.</li> </ul>			
<p><b>C. INITIATIVE</b></p> <ul style="list-style-type: none"> <li>Plans, organizes and prioritizes workload with little or no assistance.</li> <li>Offers suggestions on improving work methods and procedures.</li> <li>Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits.</li> <li>Accepts additional challenges and responsibilities, and adapts to changes.</li> </ul>			
<p><b>D. DEPENDABILITY</b></p> <ul style="list-style-type: none"> <li>Accepts responsibility for completing assignments and meeting deadlines.</li> <li>Reliably completes assignments on time with minimal follow-up from supervisor.</li> <li>Consistently punctual and regular in attendance and follows policy when requesting and reporting time off.</li> <li>Practices workplace safety rules and procedures on a consistent basis.</li> </ul>			
<p><b>E. INTERPERSONAL RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>Establishes and maintains effective and productive working relationships with peers.</li> <li>Works cooperatively with supervisor(s) and as part of a team.</li> <li>Builds and maintains customer satisfaction by responding to the needs of internal and external customers.</li> <li>Readily accepts and applies constructive feedback to improve job performance.</li> </ul>			
10. In view of the performance of the employee rated above:			
<input type="checkbox"/> I certify that the employee's service has been satisfactory and that the appointment should become regular.			
<input type="checkbox"/> I am terminating the employee's appointment before the completion of the probationary period effective _____. [Termination Notice form CS-80 must be received in DER with this form.]			
<input checked="" type="checkbox"/> I recommend that the probationary period be extended for <u>6</u> months. The employee has been notified of this request and has been counseled regarding improvement needed. [This requires City Service Commission action. The Commission does not grant extensions for City Laborers. Send this request to the Employee Relations Director at least 30 days prior to the end of the probationary period.]			
SUPERVISOR (PRINT NAME) Ian Brown		SIGNATURE  DATE <b>12/21/22</b>	
DEPARTMENT HEAD (PRINT NAME) Randy Krouse		SIGNATURE  DATE <b>12/22/21</b>	

# DEPARTMENT OF EMPLOYEE RELATIONS

## Employee Job Performance Improvement Plan

Employee Name: Terrell McCray \_\_\_\_\_ Job Title: Urban Forestry Laborer \_\_\_\_\_

Supervisor: Ian Brown \_\_\_\_\_ Review Period: From 12/28/21 \_\_\_\_\_ To 6/28/21

Date of Meeting: 12/22/21 \_\_\_\_\_ Follow-up Date: \_\_\_\_\_

MAJOR OBJECTIVE	DESIRED PERFORMANCE	CURRENT PERFORMANCE	ACTION PLAN
Increase initiative at the work site	Immediately start work upon arriving at job site. Specific instruction should not be required for repetitive tasks, tools, and job assignments.	Awaits specific instruction from Crew Leader. Requires repeated instruction on repeated tasks. Says he doesn't know because he's new. Frequently standing and watching others with hands in pockets. Waits for others to take the "hard" task.	Become regular crew asset. Work at the performance standard of the crew with minimal corrective instruction.
Increase awareness and safety	Be aware of the job site, traffic, and safety implications of tree work.	Frequently on phone and unaware of the work being done around him. Puts himself in the way and in dangerous situations around other crew members, traffic, and equipment.	Leave phone in truck unless expecting an emergency call. Keep head and eyes up. Actively engage in the work being done at job site.
Demonstrate learning and retention of material	Learn and apply taught tasks, plants, and work methods.	Requires frequent repeated instruction. Says he is new, but makes little to no initiative to improve.	Observe, learn, and apply instruction to become an independent worker on the crew.
(Add or Delete Rows as needed)			

Supervisor's Comments: Picked up on mowing tasks as assigned over the summer. Was observed once by Management parked and idle on phone rather than working. Was addressed with the rest of the crew while working on boulevards in the Fall about improving work production and the general expectations of performance at the City of Milwaukee. Below average at that point, but contributions slipped further behind once assigned to a pruning/climbing crew. Field feedback has consistently been of low initiative, well below standard production, and unsafe work practices. PIP will

provide opportunity and outline for improvement. Memo-G for Late Call/AWOL on 12/15/21. Without improvement, I cannot support passing Probation.

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor: *Alan Bz* Date: 12/22/21  
Signature of Employee: *Forrest Thompson* Date: 12-22-21