



**Department of Public Works
Administration**

January 14, 2022

Karen Dettmer, P.E.
Commissioner of Public Works

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

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

Re: Extension of Probationary Period Request (Garage Attendant): Flowers, Christopher

Dear Ms. Fessahaye:

The Department of Public Works respectfully requests permission and approval to extend the probationary period for Mr. Christopher Flowers, a Garage Attendant, for an additional three (3) months.

Mr. Flowers has been notified of this request to extend his probation.

Mr. Flowers has not obtained the Commercial Driver's License 'A' Endorsement. He is performing at an acceptable level in other areas of his job requirements.

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


1. Obtain a Commercial Driver's License 'A' Endorsement within 90 days
2. Follow through on assigned tasks and work duties

A Report on Probationary Service, the job posting Mr. Flowers applied to showing the 'A' Endorsement listed, and a Performance Improvement Plan are all included with this letter.

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

C: File



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) CHRISTOPHER PHILLIP FLOWERS		2. Employee ID 035125	
3. Job Title GARAGE ATTENDANT		4. Department/Division 5452	
5. Appointment Date 7/26/2021		6. Date Probationary Period Ends 1/26/2022 or six months actual service	
7a. Complete First Review by: MTS		8a. Complete Second Review by: 11/30/2021	
7b. Enter Factor Rating: (O, EJ, MJ, BJ, U) PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE MJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS MJR		8b. Enter Factor Rating: (O, EJ, MJ, BJ, U) PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE MJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS MJR	
7c. Supervisor's Comments: Chris is a big help getting pms done		8c. Supervisor's Comments: NEEDS CDL BY 1/26/2021	
7d. Employee's Initials/Date CJF 9-24-21		8d. Employee's Initials/Date 11-30	
7e. Enter Factor Rating: (O, EJ, MJ, BJ, U) PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE MJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS MJR		7f. Enter Factor Rating: (O, EJ, MJ, BJ, U) PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE MJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS MJR	
7g. Supervisor's Comments: EXTEND PROBATION TO OBTAIN CDL		7h. Supervisor's Comments: EXTEND PROBATION TO OBTAIN CDL	
7i. Employee's Initials/Date 01-14-22		7j. Employee's Initials/Date 01-14-22	

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, EJ, MJ, BJ, 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.

Factor	EJ = EXCEEDS JOB REQUIREMENTS	MJ = MEETS JOB REQUIREMENTS	BJ = BELOW JOB REQUIREMENTS	U = UNSATISFACTORY
A. PRODUCTIVITY				
B. KNOWLEDGE				
C. INITIATIVE				
D. DEPENDABILITY				
E. INTERPERSONAL RELATIONSHIPS				

10. In view of the performance of the employee rated above:

☐ I certify that the employee's service has been satisfactory and that the appointment should become regular.

☐ I am terminating the employee's appointment before the completion of the probationary period effective ____.

☒ I recommend that the probationary period be extended for 3 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) Mike Srebow SIGNATURE [Signature] TITLE Fleet Repair Supervisor DATE 1/18/2022

DEPARTMENT HEAD (PRINT NAME) SIGNATURE TITLE DATE

DPW DIVISION – Fleet Service
Employee Performance Improvement Plan (PIP)

Employee Name: CHRISTOPHER FLOWERS

Job Title: GARAGE ATTENDANT

Supervisor: MIKE STREHLOW

Review Period: From 1/26/2022 to 4/26/2022
 consistent with probationary period extension
 Date of Meeting: _____

Follow-up Meeting Date: 2/25/2022

MAJOR OBJECTIVE	DESIRED PERFORMANCE	CURRENT PERFORMANCE	ACTION PLAN
Obtain Commercial Driver's License Permit and License	A successful Garage Attendant is required to gain and maintain a Commercial Driver License (CDL). This requirement is a minimum qualification of the job.	Mr. Flowers currently has his CDL permit and is working towards getting his Commercial Driver's License A CDL class will be provided to employee when the next class is scheduled	Mr. Flowers will utilize provided and available resources to take and pass CDL permit testing. Once gained, Fleet staff will provide behind the wheel CDL training and testing. Fleet will provide additional remedial classroom and driver trainings as necessary. Employee will stay in communication with management related to passing permit tests and attending scheduling Fleet trainings. Supervisors will report to management on the progress on this topic and management will review with the employee every three (3) weeks. Mr. Flowers will have 90 days to gain a CDL Endorsement.
Follow through on assigned tasks and work duties	Complete daily assignments and work duties on time. Maintain proper organization techniques and effective time management practices to ensure tasks and work duties are completed on or before deadlines. Communicate effectively with management, including providing proactive notification if additional time is required to complete tasks and work duties.	Mr. Flowers currently has not successfully followed through on completing all work tasks and duties. As a result, he currently does not meet the minimum qualifications of job.	Mr. Flowers will effectively communicate with his supervisor and management related to completing work duties and tasks. Further, Mr. Flowers will deploy various time management and organizational techniques to ensure compliance with managements desired performance expectations. Management will provide frequent feedback on daily, weekly, monthly basis to communicate tasks, duties and expectations are being met.

Employee: List obstacles that might prevent accomplishment of objectives and performance:			
<i>Management reserves the right to discontinue or extend this plan at its option. The plan does not confer or imply any right to a specific term of employment. Failure to comply with all of the terms and conditions of this plan may result in disciplinary action up to and including termination/discharge.</i>			

Supervisor's Signature

Print Name

Date

Employee's Signature

Print Name

Date