



**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:

*Dan Thomas*

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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, EJR, MJR, BJR, U) PRODUCTIVITY <u>MJR</u> KNOWLEDGE <u>MJR</u> INITIATIVE <u>MJR</u> DEPENDABILITY <u>MJR</u> INTERPERSONAL RELATIONSHIPS <u>MJR</u>		8b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY <u>MJR</u> KNOWLEDGE <u>MJR</u> INITIATIVE <u>MJR</u> DEPENDABILITY <u>MJR</u> INTERPERSONAL RELATIONSHIPS <u>MJR</u>	
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 <u>CPF</u> 9-24-21		8d. Employee's Initials/Date <u>CPF</u> 11-30	
7e. Supervisor's Initials/Date <u>CPF</u> 9-24-21		9d. Employee's Initials/Date <u>CPF</u> 01-14-22	
9a. Complete Final Review by:			
9b. Enter Factor Rating: (O, EJR, MJR, BJR, U) PRODUCTIVITY <u>MJR</u> KNOWLEDGE <u>MJR</u> INITIATIVE <u>MJR</u> DEPENDABILITY <u>MJR</u> INTERPERSONAL RELATIONSHIPS <u>MJR</u>			
9c. Supervisor's Comments: EXTEND PROBATION TO OBTAIN CDL			
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.			
O = OUTSTANDING      EJR = EXCEEDS JOB REQUIREMENTS      MJR = MEETS JOB REQUIREMENTS      BJR = BELOW JOB REQUIREMENTS      U = UNSATISFACTORY			
<b>Factor      "MEETS JOB REQUIREMENTS" Standards and Expectations</b>			
<b>A. PRODUCTIVITY</b>			
<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>			
<b>B. KNOWLEDGE</b>			
<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>			
<b>C. INITIATIVE</b>			
<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>			
<b>D. DEPENDABILITY</b>			
<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>			
<b>E. INTERPERSONAL RELATIONSHIPS</b>			
<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>3</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) <u>Mike Strelow</u>		DATE <u>1/18/2022</u>	
SIGNATURE <u>[Signature]</u>		TITLE <u>Fleet Repair Supervisor</u>	
DEPARTMENT HEAD (PRINT NAME)		DATE	

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

Employee Name: CHRISTOPHER FLOWERS

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

Job Title: GARAGE ATTENDANT

Supervisor: MIKE STREHLOW

Follow-up Meeting Date: 2/25/2022

MAJOR OBJECTIVE	DESIRED PERFORMANCE	CURRENT PERFORMANCE	ACTION PLAN
<p>Obtain Commercial Driver’s License Permit and License</p>	<p>A successful Garage Attendant is required to gain and maintain a Commercial Driver License (CDL). This requirement is a minimum qualification of the job.</p>	<p>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</p>	<p>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.</p>
<p>Follow through on assigned tasks and work duties</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

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**Employee: List obstacles that might prevent accomplishment of objectives and performance:**

*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.*

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Supervisor's Signature

Print Name

Date

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Employee's Signature

Print Name

Date