



**Department of Neighborhood Services**

**Erica R. Roberts**  
Commissioner

**Thomas Mishefske**  
Operations Director

**Michael Mazmanian**  
Operations Director

December 20, 2021

City Service Commission  
200 E Wells Street, Room 706  
Milwaukee WI 53202

Dear Commissioners,

The Department of Neighborhood Services respectfully requests to extend the probationary period for Scott Sarauer for an additional four months.

Scott is a Mechanical Plan Examiner III, who started with DNS on January 11, 2021 under the supervision of Mary Wilkinson-Church, Permit and Development Center Manager. Concerns have been expressed with Scott's ability to obtain the WI Commercial Building Inspector's certification within his initial probation period of one year. All other required credentials required for his position have been obtained.

Scott has yet to obtain this certification but is confident that he will be able to successfully pass the required test for certification if provided with additional time. We would like to request a four month extension of Scott's probationary period to provide him with the opportunity to meet the minimum requirements of a Mechanical Plan Examiner III.

I appreciate your thoughtful consideration of this request. If you have any questions, please contact me at 414-286-2543.

Sincerely,

Erica R. Roberts  
Commissioner





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 – Certification 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) Scott Sarauer		2. Employee ID 034704
3. Job Title Mech. Plan Examiner III		4. Department/Division DNS/ Development Center
5. Appointment Date 01/11/2021		6. Date Probationary Period Ends 01/11/2022
7a. Complete First Review by: 05/11/2021	8a. Complete Second Review by: 09/11/2021	9a. Complete Final Review by: 01/11/2022
7b. Enter Factor Rating: (O, EJR, MJR, BJR, U)	8b. Enter Factor Rating: (O, EJR, MJR, BJR, U)	9b. Enter Factor Rating: (O, EJR, MJR, BJR, U)
PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE EJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS EJR	PRODUCTIVITY MJR KNOWLEDGE MJR INITIATIVE EJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS EJR	PRODUCTIVITY MJR KNOWLEDGE BJR INITIATIVE MJR DEPENDABILITY MJR INTERPERSONAL RELATIONSHIPS EJR
7c. Supervisor's Comments:	8c. Supervisor's Comments:	9c. Supervisor's Comments:
<p>Scott has been working with a former Mech Plan Examiner to provide training for plumbing review items relative to the City of Milwaukee. Scott has good experience from working as a Master Plumber and teaching plumbing technology at a local Trades school. He has advanced his knowledge in review, and is eager to continue learning. He has noted some the largest challenges to performing reviews is the variety in the quality and drafting style of the plans we are receiving. Scott maintains a courteous communication flow with his customers to ensure code compliance. Scott has also offered his customers positive solutions to keep their projects moving. He has offered good suggestions in procedures that could use clarification and/or improvement. Scott will schedule his WI Commercial Inspector exam soon which is the only credential he will need at the end of his probationary period that he does not already have. Scott has made good progress in his first 4 months.</p>	<p>Scott has been working with a former Mech Plan Examiner to provide training for plumbing review items relative to the City of Milwaukee. Scott continues to have a good report with his customers and offer good suggestions for inter-departmental improvements. Scott is actively working on obtaining his WI Commercial Building Inspector Certification. Other certification required for this position have been obtained.</p>	<p>Scott continues to perform well and learn in his daily position. I am recommending an extension of his probation as he has not yet passed the test for the WI Commercial Building Inspector's certification. He will re-test on 01/05/2021 but will most likely not have results by the end of his probation period.</p> <p>I have scored his Knowledge portion during this period reflecting the required credential.</p>
7d. Employee's Initials/Date SS 5/11/21	8d. Employee's Initials/Date SS 9/11/21	9d. Employee's Initials/Date SS 1/11/22
<p>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 <i>BELOW JOB REQUIREMENTS OR UNSATISFACTORY</i>. Attach additional page(s) as necessary.</p>		
<p>O = OUTSTANDING EJR = EXCEEDS JOB REQUIREMENTS MJR = MEETS JOB REQUIREMENTS BJR = BELOW JOB REQUIREMENTS U = UNSATISFACTORY</p>		
<p>Factor "MEETS JOB REQUIREMENTS" Standards and Expectations</p>		
<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> </ul>		



	<ul style="list-style-type: none"> <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>4</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) Mary Wilkinson-Church	SIGNATURE 	TITLE Permit and Development Center Manager	DATE 12/20/21
DEPARTMENT HEAD (PRINT NAME)	SIGNATURE	TITLE	DATE

### REPORT ON PROBATIONARY SERVICE INSTRUCTIONS FOR SUPERVISORS/MANAGERS

Rule VIII, Section 8 of the Rules of the City Service Commission requires that a person appointed to a position or transferred to a different department or division or reinstated to a different department or division successfully complete a probationary period. The length of the probationary period is generally six 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 exceptions of those positions designated in the Rule.

A regularly appointed City employee does not gain permanent civil service status and the rights associated with that status until they pass probation. Supervisors are responsible for welcoming and training probationary employees and for assessing their performance during the probationary period. Performance assessments shall be documented on the [Probationary Service Report](#), Form CS-58, on a quarterly basis.

The probationary period starts the date the employee is appointed. During the employee's first week of employment, provide a copy of the job description and probationary report form; discuss the performance factors that he/she will be evaluated on; and provide a timeline of when the formal evaluations will be completed. Formal evaluations should occur periodically throughout the probation period, with a final meeting just prior to the end of the probation. (e.g. formal meetings should be held after three months of the employee's service during a six-month probation period; and at approximately four and eight months of service during a twelve month probation). The purpose of the meetings are (1) to evaluate performance; (2) to provide feedback by developing specific plans to enhance performance levels or to correct deficiencies; and (3) to recommend for/against retention of the employee. Formal evaluations are in addition to the frequent informal feedback necessary for successful management of the probationary period.

#### Evaluation

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the

front of the form should be benchmarks to evaluate job performance.

#### Procedure

Study the instructions and behavioral examples for the performance factors. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each formal evaluation, rate the employee in terms of their demonstrated performance. Discuss the performance with the employee and provide feedback and suggestions about performance improvement, where needed. Allow the employee to ask questions and assure that he/she understands the requirements for successful performance.

At the end of each evaluation session the employee must initial the line on the form to indicate that you have discussed the performance and expectations (item numbers 7c-9c). The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

Other documentation to show a record of on-going discussions with the employee may be attached to the form.

As part of the final evaluation session, you must indicate whether you recommend the employee for retention or if other action is warranted.

#### Ratings

**OUTSTANDING**– Performance at this level is superior. Performance always exceeds standard and expectations of the position.

**EXCEEDS JOB REQUIREMENTS**– Performance consistently exceeds all of the standards and expectations of the position. The employee is performing at a level well beyond what is normally expected.

**MEETS JOB REQUIREMENTS** – Performance consistently meets the standards and expectations of the position.

**BELOW JOB REQUIREMENTS**– Performance on the job is inadequate and does not consistently meet the standards and expectations of the position. To reach the standard required of a competent permanent employee by the end of the probationary period, greater effort and/or training will be needed.

**UNSATISFACTORY**– Performance on the job is unacceptable and demonstrates an inability or unwillingness to meet standards and expectations of the position. Special training, reassignment, or termination may be advisable.

*Note: any rating of “BJR” or “U” must be substantiated by a written statement.*

#### **Extension of Probationary Period**

Under certain circumstances, the City Service Commission may extend a probationary period. To request an extension you must submit the request directly to the Employee Relations Director with a letter that explains your reason(s) for the request and a description of the plan to address those concerns. Also include a copy of an [Employee Performance Improvement Plan](#) or other documentation to support your request. Your request must be made at least 30 days prior to the end of the probationary period.

#### **Termination During Probation**

Granting permanent status to a poor performer can create a negative workplace environment and be very time consuming for the manager. If an employee is not successful on the job, you do not have to wait until the end of their probation period to terminate their employment; you do have to show that you have provided the employee with the information, training and support they need to be successful. Termination may occur at any time during the employee’s probationary period. A copy of the [Termination Notice](#), form CS-80 with a full statement of the reasons for termination must be filed with DER within three days of the termination.

#### **Processing**

After the final evaluation session, distribute the completed and signed form as indicated at the top of the form.

**Questions?** Contact your department’s Human Resources Office or the Department of Employee Relations on 414.286.3394.



**DEPARTMENT OF EMPLOYEE RELATIONS**  
**Employee Job Performance Improvement Plan**

Employee Name: Scott Sarauer \_\_\_\_\_ Job Title: Mechanical Plan Examiner III \_\_\_\_\_



Supervisor: Mary Wilkinson-Church \_\_\_\_\_ Review Period: From 01/11/2022 \_\_\_\_\_ To 05/11/2022 \_\_\_\_\_

Date of Meeting: 12/20/2021 \_\_\_\_\_ Follow-up Date: 03/11/2022 Halfway Mark \_\_\_\_\_

MAJOR OBJECTIVE	DESIRED PERFORMANCE	CURRENT PERFORMANCE	ACTION PLAN
Obtain WI DSPS Commercial Building Inspector credential	Pass credential exam and obtain credential	Exam taken- not yet passed.	Continue re-testing in order to achieve credential during 4 month probationary extension.
(Add or Delete Rows as needed)			

Supervisor's Comments: \_\_\_\_\_

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

Supervisor:  Date: 12/20/21  
Signature of Employee:  Date: 12/20/21

**From:** Fessahaye, Makda  
**Sent:** Wednesday, December 22, 2021 6:25 PM  
**To:** Burnell Jones, Sha'Nese <[sburne@milwaukee.gov](mailto:sburne@milwaukee.gov)>  
**Cc:** Biernat, Karen <[KLBIERN@milwaukee.gov](mailto:KLBIERN@milwaukee.gov)>; Roberts, Erica <[errober@milwaukee.gov](mailto:errober@milwaukee.gov)>; Mishefske, Thomas <[tmishe@milwaukee.gov](mailto:tmishe@milwaukee.gov)>; Mazmanian, Michael <[mmazma@milwaukee.gov](mailto:mmazma@milwaukee.gov)>  
**Subject:** RE: Probation Extension Request- Scott Sarauer (034704)

I approve the extension.

Best,



**Makda Fessahaye** (she/her/hers)

Director  
Department of Employee Relations  
City of Milwaukee

(o) 414-286-3335

(m) 414-708-0519

[mfessa@milwaukee.gov](mailto:mfessa@milwaukee.gov)

200 E. Wells St. Rm 706  
Milwaukee, WI 53202



**From:** Burnell Jones, Sha'Nese <[sburne@milwaukee.gov](mailto:sburne@milwaukee.gov)>  
**Sent:** Tuesday, December 21, 2021 12:34 PM  
**To:** Fessahaye, Makda <[mfessa@milwaukee.gov](mailto:mfessa@milwaukee.gov)>  
**Cc:** Biernat, Karen <[KLBIERN@milwaukee.gov](mailto:KLBIERN@milwaukee.gov)>; Roberts, Erica <[errober@milwaukee.gov](mailto:errober@milwaukee.gov)>; Mishefske, Thomas <[tmishe@milwaukee.gov](mailto:tmishe@milwaukee.gov)>; Mazmanian, Michael <[mmazma@milwaukee.gov](mailto:mmazma@milwaukee.gov)>  
**Subject:** Probation Extension Request- Scott Sarauer (034704)  
**Importance:** High

Hello Makda-

DNS would like to extend the probationary period for Mechanical Plan Examiner, Scott Sarauer (034704).

Mr. Sarauer's probation is scheduled to end on Tuesday, January 11, 2022.

We are requesting administrative approval until this matter can be presented to the Board of City Service Commissioners. I have attached the request letter, performance improvement plan, and the final evaluation for your review.

Thank you for considering,

Sha

**Sha'Nese Burnell Jones**

Personnel Officer

Department of Neighborhood Services

841 N. Broadway, Room 104, Milwaukee, WI 53202

**P:** (414) 286-2563 **C:** (414) 708-0093 **F:** (414) 286-0929

