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March 8, 2024

City Service Commissioners  
Department of Employee Relations  
City Hall, Room 706

RE: Request to Extend Probationary Period – Ameek McAuliffe

I am respectfully requesting an extension of the probationary period of Ameek McAuliffe who was hired as a Human Resources Representative on April 2, 2023, and is subject to a probationary period of 12 months, scheduled to end on April 2, 2024. The request is to extend her probationary period by six months to October 2, 2024. This is the first extension request.

While Ms. McAuliffe is performing most of her job duties independently, there have been recent instances where her understanding of HR practices, including maintaining confidentiality and objectivity, have been concerning. Given the abject need for professional conduct in all processes, we need to ensure that she understands the importance of her position and can meet the challenges of the job.

This additional time will allow Ms. McAuliffe to receive additional training and education to achieve success in her role as a Human Resources Representative. It will also provide additional opportunities for testing processes to occur and for Ms. McAuliffe to demonstrate her growth.

Please contact Molly Kuether-Steele, Staffing Services Manager at [mokueth@milwaukee.gov](mailto:mokueth@milwaukee.gov) with questions.

Sincerely,

Molly Kuether-Steele  
Staffing Services Manager