

**Department of Public Works
Administration**

Jeffrey S. Polenske, P.E.
Commissioner of Public Works

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

October 28, 2021

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

Re: Extension of Probationary Period Request (Ms.): Washington, Jazzmine

Dear Ms. Fessahaye:

The Department of Public Works respectfully requests permission and approval to extend the probationary period for Ms. Jazzmine Washington, Parking Enforcement Officer from November 17, 2021 to February 17, 2021.

Ms. Washington is not meeting the expectations of the job requirements.

The Parking Enforcement Officer training period normally consists of the first six to eight weeks of classroom training, structured group, and one-on-one training. It is not until after this time that individual Parking Enforcement Officers are able to begin to demonstrate the skillset to work independently in the field without constant supervision. We require the entire 6-month probationary period to thoroughly evaluate an individual in this position. COVID-19 has required the training to be mostly remote limiting its effectiveness and making it more difficult to evaluate individual officers.

Ms. Washington started as a Parking Enforcement Officer on May 17, 2021. Her 6-month probation period would have ended on November 17, 2021.

Ms. Washington received "Meets Job Requirements" in her first probationary review which was based on the level of competency during the training period. Ms. Washington received "Below Job Requirements" in her second probationary review in "Dependability", a category that is essential for a career as a Parking Enforcement Officer. Further, on September 12, 2021 she was involved in a preventable vehicle accident. Thus far, during the third probation review period, she is "Below Job Requirements" in "Dependability" and "Interpersonal Relationships".

A Performance Improvement Plan (PIP) will be implemented for Ms. Washington, where she will receive remedial training on internal/external customer service (proper communication skills) and safeguarding city property (personal injury motor vehicle accident). Additionally, safe driving and safety techniques training will be provided.

The COVID-19 pandemic has presented unique challenges to accomplish critical training. Extending the probationary period will allow Ms. Washington to receive additional training, while providing

management additional time to evaluate her performance as a Parking Enforcement Officer.

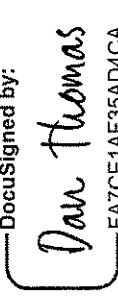
We do not want to terminate Ms. Washington. She meets job requirements on other areas of the position and therefore it is our desire to provide Ms. Washington the opportunity to demonstrate her ability to learn the job and apply this information in her position.

Enclosed is a copy of her Report on Probationary Services.

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
 Kaylyn Jennik

City CS-58
of r. 04.07.17
Memorandum

REPORT ON PROBATIONARY SERVICE

Board of City Service Commissioners

DER REPORT NO.

Copy to:
• Employee
• Department

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 Job Service Rules VIII, Section 8 - Probationary Period.

1. Employee's Name (First, MI, Last)		JAZMINE CHRISTINA WASHINGTON	
3. Job Title		PARKING ENFORCEMENT OFFICER	
5. Appointment Date		5/17/2021	
2. Employee ID		014786	
4. Department/Division		6611	
6. Date Probationary Period Ends		11/17/2021 or six months actual service	
7a. Complete First Review by 7b. Enter Factor Rating (O, EIR, MIR, BIR, U)		9a. Complete Final Review by 9b. Enter Factor Rating (O, EIR, MIR, BIR, U)	
PRODUCTIVITY KNOWLEDGE INITIATIVE DEPENDABILITY INTERPERSONAL RELATIONSHIPS		PRODUCTIVITY KNOWLEDGE INITIATIVE DEPENDABILITY INTERPERSONAL RELATIONSHIPS	
7c. Supervisor's Comments: 9/12/21: 11/17/2021		9c. Supervisor's Comments: 9/29/21 - Unprofessional encountered w/ co-worker	
1a. Employee's Initial/Date		9d. Employee's Initial/Date	
O = OUTSTANDING EIR = EXCEEDS JOB REQUIREMENTS		MIR = MEETS JOB REQUIREMENTS BIR = BELOW JOB REQUIREMENTS U = UNSATISFACTORY	
Factor "MEETS JOB REQUIREMENTS" Standards and Expectations			
A. PRODUCTIVITY • Manages own time and uses appropriate work methods, techniques, and equipment to achieve the most effective and efficient result in the time available. • Demonstrates skill and proficiency in carrying out assignments. • Work product is accurate, thorough and effective, and meets quality standards. • Work output matches expectations within established timelines.			
B. KNOWLEDGE • Understands the needs and requirements of the job and applies skills and knowledge to perform the job competently. • Understands the purposes, objectives, practices and procedures of the department. • Demonstrates understanding of job procedures, methods, facts, and information related to assigned work.			
C. INITIATIVE • Plans, organizes and prioritizes workload with little or no assistance. • Offers suggestions on improving work methods and procedures. • Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits. • Accepts additional challenges and responsibilities, and adapts to changes.			
D. DEPENDABILITY • Accepts responsibility for completing assignments and meeting deadlines. • Reliably completes assignments on time with minimal follow up from supervisor. • Consistently punctual and regular in attendance and follows policy when requesting and reporting time off.			
E. INTERPERSONAL RELATIONSHIPS • Practices workplace safety rules and procedures on a consistent basis. • Establishes and maintains effective and productive working relationships with peers. • Works cooperatively with supervisor(s) and as part of a team. • Builds and maintains customer satisfaction by responding to the needs of internal and external customers. • Readily accepts and applies constructive feedback to improve job performance.			
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 ____. ☒ Termination Notice form CS-80 must be received in DER with this form.			

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)	DATE
Adrian R. Lopez	11/2/21
DEPARTMENT HEAD (PRINT NAME)	DATE
William J. Doughton	11-2-21
Assistant Manager	Manager
CONF. PARKING	CONF. MANAGER

DPW DIVISION - Operations - Parking Enforcement Employee Performance Improvement Plan (PIP)

Employee Name: Jazzmine Washington

Job Title: Parking Enforcement Officer

Supervisor: Eldricht Hill/Patrick Fitzgerald

Review Period: 11/21/2021 - 2/17/2021

Date of Meeting: 11/2/2021

Follow-up Meeting Date: 11/23 & 12/14/2021

1/4 & 1/25/2022

MAJOR OBJECTIVE	DESIRED PERFORMANCE	CURRENT PERFORMANCE	ACTION PLAN
Maintain professional communication while at work	Communicate frustrations with supervisors instead of verbally lashing out at coworkers.	Ms. Washington is currently below job requirements in her internal and external customer service	Remedial communication training. Learning how to communicate while under stress.
Safe guarding city property & practicing safe driving practices.	No preventable vehicle accidents. Come to work rested. Stay awake while at work. Follow all rules of the road while operating a city vehicle.	Ms. Washington is currently below job requirements on driving safely, being well rested and ready for work, and safe guarding city property.	Remedial training on department policies; the importance of safeguarding city property; the importance of staying awake while on the job; driving and safety techniques. It is the expectation these and all policies are strictly followed.
Employee: List obstacles that might prevent accomplishment of objectives and performance: None			

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.

E. Hill

Supervisor's Signature

Eldritch Hill

Print Name

11/2/2021

Date

Jermaine Washington

Employee's Signature

Jermaine Washington

Print Name

11/2/21

Date