

CIVIL SERVICE DEPARTMENT
 REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION
Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Betsy Grazier, Sr. HR Business Partner, Harbor Dept. Date: 04 - 22- 20
 Name/Title/Department

Section 1: To be completed by requesting department. To be completed by department Civil Service Dept. Verification

A requisition is not required.

Is any other department impacted? Yes No
 If yes, which department: N/A

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? Form is being submitted with extension request Yes No

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. Vu Hoang Le, SSO III-Armed SV

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. See Memo BG

The date the employee will complete probation. Date: 6/9/20
 Request must be submitted 30 days prior to completion of probation. BG

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. See Memo BG

Which policy criteria is being utilized and how the request meets the criteria required in the policy. See Memo BG

Length of extension requested. - 90 Day Extension (522 hours)
 (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.) BG

The following should be in attendance at the Civil Service Commission meeting:
 • Requesting department. Stacey Lewis, Director of Human Resources, Harbor Dept. or representative will be in attendance. BG
 • The impacted employee's attendance is optional. Mr. Le has been advised.

Notes:

SUGGESTED ACTION:



Date: May 6, 2020
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **COVID – 19 RELATED: REQUEST FOR EXTENSION OF PROBATIONARY PERIOD – VU LE, SPECIAL SERVICES OFFICER III - ARMED**

On April 29, 2020, the Civil Service Commission received a Request for an Extension of Probationary Period for Vu Le, Special Services Officer III – Armed from the Harbor Department, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 A(2) of the Civil Service Policies and Procedures.

On December 9, 2019, Vu Le was hired as a Special Services Officer III - Armed by the Harbor Department. As part of the training for Harbor Patrol Officers, all Special Services Officers III-Armed are required to attend a Modular Format Level II Reserve Academy, followed by completion of a structured four-month Field Training Program with a Harbor Patrol Field Training Officer. Mr. Le was scheduled to begin the academy in April. However, due to the COVID-19 health crisis, the Academy has been postponed.

As of April 24, 2020, Mr. Le has approximately 257.50 scheduled hours remaining in his probation period. Mr. Le's probation is currently scheduled to conclude on or around June 9, 2020. The Harbor Department is requesting that an extension be granted for an additional 90 days (522 hours) to allow the department to continue to closely monitor Mr. Le's progress while awaiting the next Academy. Due to the uncertain nature of the COVID-19 health crisis, there is a possibility that the Harbor Department may return to the Civil Service Commission to request an additional extension of probationary period for Mr Le.

David Espinoza, Manager of Harbor Security Operations, and Betsy Grazier from Harbor Human Resources will be in attendance. Mr. Le has been notified that this request will be on the agenda.

Staff recommends approval of the Request for Mr. Le's Extension of Probationary Hours in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.



Memorandum

Date: April 29, 2020
To: Civil Service Commission
From: Stacey V. Lewis, Director, Human Resources *SW for SL*
Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD FOR VU LE,
FULL TIME SPECIAL SERVICES OFFICER III-ARMED**

The Harbor Department respectfully requests that the Commission grant a probationary period extension for Vu Le, Special Services Officer III-Armed, in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Le was hired on December 9, 2019, as a Special Services Officer III-Armed. As part of the training for Harbor Patrol Officers, all Special Services Officers III-Armed are required to attend a Modular Format Level II Reserve Academy, followed by completion of a structured four-month Field Training Program with a Harbor Patrol Field Training Officer.

Mr. Le was scheduled to begin the academy in April; however, due to the COVID-19 matter, the academy has been postponed. Following his graduation from the academy, he will undergo a four-month Field Training Program (FTO) with a Harbor Patrol Field Training Officer.


The Commission has granted extension of probationary periods to allow the employee to complete the necessary training needed for the position.

Mr. Le's probation is currently scheduled to conclude on or around June 9, 2020. It is requested that an extension be granted for an additional 90 days (522 hours). The extension will allow the department to continue to closely monitor Mr. Le's progress while awaiting and then attending an academy. Due to the uncertain nature of the COVID-19 matter, there is a possibility that additional extensions may need to be requested from the Commission.

Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7500.



Memorandum

Date: April 20, 2020
To: Stacey V. Lewis, Director of Human Resources
From: Casey J. Hehr, Director of Security 
Subject: REQUEST TO EXTEND PROBATIONARY PERIOD – VU LE

The Security Division respectfully requests a probationary period extension for Vu Le, Special Services Officer III-Armed, in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Le was hired December 9, 2019, as a Special Services Officer III-Armed. The Harbor Department requires all Special Services Officers III-Armed to attend a Modular Format Level II Academy, followed by a structured four-month Field Training Program. We are requesting an extension to monitor the employee's performance while completing the required training needed for the SSO III-Armed position. Mr. Le was scheduled to begin the academy in April of 2020; however, the academy has been postponed due to the COVID-19 matter, and no date has yet been set for it to begin. The Department has engaged in a meet and confer process with the International Association of Machinists to redesign the training requirements for Special Services Officers assigned to the Harbor Department.

Mr. Le's probation is currently scheduled to conclude on or around June 9, 2020. It is requested that an extension be granted for an additional 90-days (522 hours). This will allow the department to continue to closely monitor his performance when he attends the Academy.

Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7821.