

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: Sandra Kennedy/Admin Officer/Financial Management  
Name/Title/Department

Date:06-08-20

Section 1: *To be completed by requesting department.*

To be completed  
by department

Civil Service Dept.  
Verification

A requisition is not required.

DD

Is any other department impacted?  
If yes, which department: \_\_\_\_\_

Yes **No**

DD

A completed Employee Performance Evaluation is required. Has the form been  
received in the Civil Service Department?

**Yes** No

DD

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. **Frederick Fitzgerald Howard**  
**Fredrick Howard**

DD

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

DD

The date the employee will complete probation. **Date: August 3, 2020**  
Request must be submitted 30 days prior to completion of probation.

DD

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

DD

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

DD

Length of extension requested. **3 months**  
(A maximum extension of 3 months may be requested; a second 3- month extension  
may be requested at a later date, if necessary.)

DD

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- The impacted employee's attendance is optional.

DD

Notes: **Original hire date: 02/03/20**  
**Held Garage Service Attendant I position since original hire date.**  
**Probationary hrs: 718**  
**Statement/rationale is within dept memo.**

SUGGESTED ACTION:

**Staff recommends approval of the Request for Extension of Probation for Frederick Fitzgerald Howard.**



**Date:** June 17, 2020  
**To:** Civil Service Commission  
**From:** Desiree Davalos, Personnel Analyst  
**Subject:** **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR FREDERICK HOWARD, GARAGE SERVICE ATTENDANT I**

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Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting approval to extend the probationary period of Mr. Frederick Howard, Garage Service Attendant I. Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 B (1) of the Civil Service Policies and Procedures.

Facts for Consideration:

- On February 3, 2020 Frederick Howard was hired by the Financial Management Department as a full-time, permanent Garage Service Attendant I.
- The Financial Management Department is experiencing a change in workload and duties due to the closure of City Hall to the public on March 16, 2020 because of the City declared emergency as a result of the COVID-19 pandemic. Due to these changes, Mr. Howard has been assigned to full-time telecommuting work since March 24, 2020. The Financial Management Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide Mr. Howard, a probationary employee, with sufficient and quality training and is requesting a 3-month (522 scheduled hour) probation extension.
- The request was received June 8, 2020. Commission policy states that a request for extension must be submitted for Commission review and approved one month prior to completion of the employee's initial probationary period. This request does meet this requirement. As of June 5, 2020, Mr. Howard had 326 hours remaining of his probationary period.
- On May 22, 2020, an Employee Performance Appraisal was completed for Mr. Howard.
- Article V, Section 41 (2) of the Civil Service Rules and Regulations allows an appointing authority to request an extension of an employee's probationary period when an employee has not demonstrated the ability to perform at an acceptable level during the first six months of service in a

June 12, 2020

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new classification. This request also complies with Civil Service Policy 1.01 B(1), which specifies that an extension may be granted in three months or 522 scheduled work hour increments when an employee has not had an opportunity to complete the necessary technical training and skill acquisition.

Mr. Howard and the Financial Management Department have been informed that this request is on today's agenda and a department representative will be present to respond to any questions from the Civil Service Commission.



**City of Long Beach**  
*Working Together to Serve*

**Memorandum**

Date: June 8, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer, Financial Management

Subject: **Request for Extension of Probation**

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The Department of Financial Management (Department) respectfully requests that the Commission grant a probationary extension to Fredrick Howard, Garage Service Attendant I, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 101 of the Civil Service Policies and Procedures.

The Department is experiencing a change in workload and duties due to the closure of City Hall to the public on March 16, 2020 due to the City declared emergency as a result of the COVID-19 pandemic. Additionally, many employees in the Department are telecommuting and/or have been reassigned to other work locations. The Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide Mr. Howard sufficient and quality training. Mr. Howard was hired on February 3, 2020 and was reassigned to full-time telecommute due to the pandemic as of March 24, 2020.

Thank you for your consideration of this request. If you require additional information, please contact me at (562) 570-6688.

ADMIN OFFICER: SK  
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