

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:09-14-20

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** **Garage Service Attendant I**

DD

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

DD

The date the employee will complete probation. **Date: November 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. **See memo.**

DD

Which policy criteria is being utilized and how the request meets the criteria required in
the policy. **Civil Service Commission Policy Section 1.01.**

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

Original hire date: 02/03/20

Notes: **Held Garage Service Attendant I position since original hire date.**

First extension approval date: 06/17/20

Probationary hours: 259.3 hours remaining

Statement of problems and rationale is within department memo.

SUGGESTED ACTION:

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



Date: October 7, 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**

Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting a second 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 2, 2020 Mr. Howard was hired by the Financial Management Department as a permanent full-time Garage Service Attendant I.
- On June 17, 2020, the Civil Service Commission approved the first request made by the Financial Management Department for Mr. Howard's extension of probationary period because Mr. Howard was reassigned to full-time telework due to the closure of City Hall to the public, as a result of the City declared emergency due to the COVID-19 pandemic.
- As of October 1, 2020, Mr. Howard continues to telework full-time. Mr. Howard is taking professional development courses online while teleworking.
- 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 second 3-month probation extension.
- Mr. Howard is scheduled to complete probation on November 3, 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 September 25, 2020, Mr. Howard had 259.3 hours remaining of his probationary period.
- An Employee Performance Appraisal was completed for Mr. Howard on May 22, 2020 and September 17, 2020.

October 7, 2020

Page 2

- 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 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: September 14, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer, Financial Management

Subject: **Request for Extension of Probation**

The Department of Financial Management (Department) respectfully requests that the Commission grant a second 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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