



Agenda Item No. 6

2014 SEP 12 AM 11:59
REG:RECD
CIVIL SERVICE DEPT.

Date: September 12, 2014
To: Civil Service Commission
From: Jim McDonnell, Chief of Police *R. Lauer for JMC*
Subject: PROBATIONARY EXTENTION - AILEEN BOHNING, PUBLIC SAFETY DISPATCHER

The Long Beach Police Department is requesting a three-month (522 scheduled hours) probationary extension for Aileen Bohning, Public Safety Dispatcher I (PSD I) as provided in Article V, Section 41(3) of the Civil Service Rules and Regulations.

Section 41(3) Appointments to the positions of Police Officer, Communications Dispatcher, Firefighter and Marine Safety Officer shall not be complete nor shall the appointee acquire permanent status until a probationary period of one year totaling a minimum of 2088 SCHEDULED work hours have been served, except for Firefighters who are required to complete a minimum of 2912 scheduled work hours. Extensions of the probationary period for Police Officer, Firefighter, Communication Dispatcher and Marine Safety Officer may be granted by the Civil Service Commission in three-month – or 522 SCHEDULED work hour increments, except for Firefighter, where the three month extension is 728 scheduled hours, but shall in no instances exceed six months or 1044 – SCHEDULED work hours of extended probationary time, except for Firefighter, where the six month extension is 1456 scheduled hours, and shall be granted pursuant to subsection (2) above.

Ms. Bohning was hired as a trainee for a PSD I position with the Communication Section of the Police Department on August 1, 2013. She successfully graduated from the Dispatcher Academy and began her training as a PSD I for the answering of 9-1-1 phone calls and radio dispatching.

Ms. Bohning reached two of her three benchmarks in training, demonstrating her ability to perform some of the essential functions of this classification. In November 2013, Ms. Bohning filed for California Pregnancy Disability Leave (PDL) which had been granted for the time period between November 2013 and February 2014. Ms. Bohning utilized 460 hours of PDL during this time period and near the start of her formal training within the Communication Training Officer (CTO) program. This leave delayed her training, creating a need to re-visit earlier training upon Ms. Bohning's return from leave.

The Police Department is requesting additional time to allow further on-the-job training to acquire these skills and for the department to assess Ms. Bohning's ability to apply them. Ms. Bohning's remaining probationary hours are insufficient to allow for this proper conclusion.

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The Police Department would like to afford Ms. Bohning every opportunity to succeed in the classification of a Public Safety Dispatcher and it is our wish that Ms. Bohning's probationary status be extended for a three-month period (522 scheduled hours), not to exceed six months per Civil Service rules. We are therefore asking the Commission's approval of the requested probationary extension.

Approved A. W. K.
Kenneth A. W. K.
Keweenaw 9/12/14

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 42 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Crystal A. Slaten / Personnel Administrator / PD Date: 09/12/14
 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.		Na	
Is any other department impacted? If yes, which department:		Yes <input type="radio"/> No <input checked="" type="radio"/>	✓
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?		Yes <input type="radio"/> No <input checked="" type="radio"/>	✓
Section 2: Points to be addressed in request:			
Formal name and current classification title of employee.			✓
• Aileen Bohning, Public Safety Dispatcher I.			
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.			✓
• Ms. Bohning was hired as a Public Safety Dispatcher I on 08/01/13.			
The date the employee will complete probation. Date: <u>Approximately October 8, 2014</u> Request must be submitted 30 days prior to completion of probation.		★ see below	✓
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.			✓
• Please see enclosed memo.			
Which policy criteria is being utilized and how the request meets the criteria required in the policy.			✓
• Please see enclosed memo.			
Length of extension requested. (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)			✓
• A three-month extension.			

★ With anticipated overtime hours, it is possible that Ms. Bohning will reach her 2088 probationary scheduled work hours by October 8, 2014.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

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

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

✓

Notes:

Police Lieutenant Ken Rosenthal, Personnel Administrator Crystal Slaten and Analyst Eileen Hunter will be present at the meeting. Public Safety Dispatcher I Aileen Bohning has been invited to attend the meeting, but it is uncertain if she will be present.

Reviewed and Verified by: Donna deGraauw, Personnel Analyst
9/15/14