

# DISCHARGE NOTICE

**Distribute a copy to:**

- Employee
- Employee Representative
- Department File
- Employees' Retirement System
- Dept. of Employee Relations – send within 48 hours to [DERpersonnelforms@milwaukee.gov](mailto:DERpersonnelforms@milwaukee.gov)

Date: 5/30/2024  
Rec#: 34549

Employee:	CAGE, SOMMER LEHELLE	Employee ID No.: 022993
Department:	DPW-OPS-SANITATION	Race: B
Division:		Gender: Female
Job Title:	EQUIPMENT OPERATOR 2	Div. No.: 5457
		Payroll Loc. No.: 54541
	Immediate Supervisor:	Natalie Smith

In accordance with City Service Commission Rules, you are hereby discharged effective at 15:00 (pm) on 05/29/2024 (date) for violating Rule XIV, Section 12, Paragraph Q of the City Service Rules (additional departmental rules may be referenced as applicable). You have three days from the receipt of this notice to file an appeal. See Right of Appeal information below.

**I. Description of Offense:**

RE: Violation of DPW Standard Work Rules 1.21 & City Service Rule XIV, Section 12, paragraph Q: 1.21: Rules of Conduct – Misconduct, Insubordination Q: Has refused or failed to comply with departmental work rules, policies or procedures On March 11, 2024 you were issued a Memo-G for a Work Rule Violation for failing to follow the scan in/out procedure. On Thursday March 7th you did not scan in or out. The Memo-G informed you that continued violations may result in progressive disciplinary action up to and including discharge. Following this Memo-G you failed to scan in/out properly again on 4/15, 4/16, 4/18, 4/19, 4/30, 5/1, 5/2 & 5/3. District Manager Natalie Smith reminded you to follow the scan in/out policy on 4/23. HR Administrator Makisha Porter also spoke with you on 5/3/24 in regards to the scan policy. On May 29th 2024 a Pre-Disciplinary hearing was held for regarding failing to scan in and out properly and you admitted that you had not been adhering to the scan in and scan out policy. In the hearing it was determined that your failure to follow departmental policies is a violation of your Last Chance Agreement that was issued on July 27, 2023 for a previous work rule violation of insubordination. As a result of this you are hereby being discharged.

**II. Previous Disciplinary Actions including Warning Letters:**

**DATES REQUIRED:**

1. Date of investigatory meeting: 5/29/24
2. Date Discharge notice was provided to the employee or notice was mailed to employee: Date: mail certified 5/30/24

**RIGHT OF APPEAL:**

Regularly appointed Civil Service employees (those who have completed their probationary period) may appeal in writing to the City Service Commission **within three days** of receipt of this notice. Employees of a department under the supervision of a board or commission of three or more members must appeal to that board or

Reporting Authority Signature:

*Carl Chopp*

Please print name: Carl Chopp

Title: Sanitation Area Manager

Date: 5/30/24

Appointing Authority Signature:

DocuSigned by:

*Dan Thomas*

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Please print name: Dan Thomas



commission.

**NOTE:** If you have been issued an employee identification card, it must be turned in to your supervisor before your final paycheck will be released.

Title: Adm. Services Director

Date: 5/30/2024





## City Service Commission APPEAL OF DISCIPLINARY ACTION FORM

Pursuant to Rule XIV (Discharge, Appeal, Hearing), Section 2 of the Rules of the Board of City Service Commissioners (the Commission), a regularly appointed employee who has passed his/her probationary period may appeal a discharge, reduction (involuntary demotion), a second suspension within six months of a former one or any suspension exceeding fifteen working days in length. The time limit to file an appeal ends at 4:45 p.m. on the third business day following receipt of written notification of the disciplinary action. An appeal is filed when it is received and time-stamped by the Department of Employee Relations on behalf of the Commission. The Department of Employee Relations is located at City Hall, 200 East Wells Street, Room 706, Milwaukee, WI 53202-3515. An appeal may also be filed by electronic transmission to the following email address: [elmoor@milwaukee.gov](mailto:elmoor@milwaukee.gov) by FAX to the following number: (414) 286-0203, Attention: Elizabeth Moore.

Appellants are encouraged to review the **Guidelines for Disciplinary Appeals to the City Service Commission** located at: <http://city.milwaukee.gov/der/csc/FormsDocs>

***Please complete the form below to appeal a qualifying disciplinary action.***

I appeal the following disciplinary action, pursuant to Rule XIV, Section 2 of the Rules of the Board of City Service Commissioners (*check one*):

- ☒ Discharge  
☐ Reduction in classification (involuntary demotion)  
☐ Second suspension within six months of a former one (Date of 1<sup>st</sup> suspension: \_\_\_\_)  
☐ Suspension exceeding 15 days

I received written notification of the disciplinary action that I am appealing on: \_\_\_\_\_. Please attach the disciplinary notice for the action that you are appealing. **Please attach a brief statement indicating the basis of your appeal.**

This appeal is dated this 29<sup>th</sup> day of May 2024.

Signature of appellant: \_\_\_\_\_

Name of appellant (please print):	Sommer Lechelle Cage	
Appellant's Department/Division:	Department of Public Work (Sanitation)	
Appellant will be represented by:	I will represent myself	
Contact information (phone number): (email address):		
Primary phone number:		

Address:	
Email:	

**Please write a brief statement indicating the basis of your appeal (*attach to Form*):**

Elizabeth Moore  
Department of Employee Relations  
200 East Wells Street, Rm 706  
Milwaukee, WI 53202

Dear Ms Moore,

My appeal is based on the fact that I was not given the same equal opportunity and have shown that I have course corrected my behavior. I was also advised by my District Manager that I was doing a good job on following the policy prior to my discharge on 5/29/2024 and prior to the date of the letter for the hearing dated 5/15/2024.

My time card slips also prove that I was at work and completed my shifts because they were signed off by a supervisor or another person of leadership. I was not stealing time or causing no financial loss or deception to the company. I feel as if I am being targeted and taken advantage of, as I corrected the behavior and was still discharged. I sought out counsel on ways to improve my behavior so that I could keep my job. I feel beyond a reasonable doubt that I have proven that since the conversation with my supervisor on 4/23/24.

I was being held to a different standard and accountable to scanning in and out before the entire department was. This is not consistent with being an equal opportunity employer. I cannot be held accountable to any scans prior to 4/4/24 as that is the date, we had a meeting and were advised that we must scan in and out. Then I signed type workplace rules on 4/7/2024. I feel as if I was target and had to sign the memo on 3/11/2024 and others were not being held accountable at that time to the same work policy standards as I was.

After 4/7/2024 I did miss punches that were consistent in the same week 4/15, 4/16, 4/18 and 4/19. On 4/23 when Natalie Smith talked to me about not clocking. I explained I was having a tough week mentally and in a lot of pain that I was just focused on completing my job and getting home so I didn't miss any days or bring a hardship to the city to have to cover my route.

Then on 4/30 I notified my supervisor that I misplaced my badge at home and was advised to look for it before having the badge replaced. The following days are consistent with missing the punches on 4/30, 5/1, 5/2 and 5/3, as they are consecutive days within the same week. So, these dates so not be counted against me as I followed protocol and notified someone.

Then after work on 5/3 when HR administrator Makisha Porter spoke with me, she advised me of the policy. Over the weekend I found my badge in my house. Since 5/3/24 I have consistently scanned in and out at the start an end of my shift everyday since then. I believe that there is enough proof to show that I am vested in my job and have taken several steps to correct any behavior that could have a negative impact on my employment with the City of Milwaukee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Moore', written in a cursive style.