



# SUSPENSION NOTICE

Date: 4/28/2025

Rec: 35517

CS-82 (R. 06.04.19)

## 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)

Employee:	HARRIS, STACEY J	Employee ID No.: 035028
Department:	DPW-WATER-DISTRIBUTION	Race: B
		Gender: Female
Division:		Division No.: 6414
		Payroll Loc. No.: 641 95
Job Title:	COMMUNICATIONS ASSISTANT V	Immediate Supervisor: TIMOTHY GARCZYNSKI

You are hereby suspended effective at 08:00 (am) on 05/07/2025 for 3 working days, for violating Rule XIV, Section 12, Paragraph J and Q of the City Service Rules. You are to return to work on 05/10/2025.

## Description of Offense:

DPW Standard Work Rules, Sections 1.21 Rules of Conduct – Insubordination and Personal Conduct You returned to work on March 13, 2025, after a one (1) day suspension for violation of DPW Standard Work Rules, Rules of Conduct – Personal Conduct. That same day, a Water Field Supervisor instructed you to assign a specific crew to a newly-reported leak on S. 3rd St. because they had finished a previous assignment about 30 minutes earlier and were now available. Instead, you contacted a different crew, who were enroute from the south side to turn off water service at an address on N. Buffum St.; by the time you spoke with them, they were already on 16th & Walnut. Despite this, you instructed them to investigate the newly-reported leak on S. 3rd St., which would have sent them back to the area they had just left. You then sent the crew you wanted to the easier assignment on N. Buffum St. When the supervisor learned that you failed to follow her directive, she had to intervene in order to reassign the jobs as she originally instructed. During your pre-disciplinary hearing, you claimed that the supervisor had instructed you to assign the jobs the way you had, which implied the supervisor switched the instruction after the fact. Later, on March 18, 2025, Distribution Section management spoke with you regarding errors in your work. One error involved a work order that should have been written up as a 'service leak' but was instead entered as a 'box reset.' When asked, you indicated that you had instructed the Water Distribution Investigator to write it up as a 'service 'leak;' however, this was untruthful, because the call recording confirmed that you had told him to write it up as a 'box reset.' You also had to be reminded that you should be taking instruction from the Investigator as to how a work order should be written. The other error involved your failure to notify the on-call supervisor when a contractor damaged a water service line outside of standard business hours. When asked, you indicated that you had forwarded the information to the lead service line (LSL) unit so the property could be put in the LSL replacement program, and had to be reminded that this is not a substitute for following the standard protocol and notifying the on-call supervisor, who can then assess and assign a priority to the situation. Your actions involve multiple violations of DPW Standard Work Rules which include: (1) insubordination in your failure to follow a supervisor's directive for assigning work to field staff, (2) providing false or misleading statements in response to questions about your work and (3) failure to follow standard operating procedures which should be thoroughly familiar to you. This suspension is intended to impress upon you the importance of following all City Service, DPW and MWW work rules, knowing and understanding the requirements of your job and accepting accountability for your job performance.

## Comments:

Future misconduct may result in further disciplinary action up to and including discharge. Any sick leave used between the issuance of this suspension notice and the day that the suspension is served will require a doctor's certificate (excuse) upon your return to work.

## DATES REQUIRED:

1. Date of investigatory hearing: 04/16/2025
2. Date suspension notice was provided to the employee or notice was mailed to the employee:  
Date: 4.29.25 @ 9:12am SW

DocuSigned by:

FOAE5BE1F22A90C

↑ Reporting Authority Signature ↑

## RIGHT OF APPEAL TO THE CITY SERVICE COMMISSION:

Regularly appointed Civil Service employees (those who have completed their probationary period) may appeal suspensions exceeding 15 days or any second suspension within a six-month period. Such appeal must be in writing to the City Service Commission

Please print name: Jane E. T. Islo

Title: Water works Administration Manager

Date: 4/28/2025



## Department of Employee Relations



## 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: 3/13)
- ☐ 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 17 day of April, 2025.

Signature of appellant: Stacey J. Harris

Name of appellant (please print):	Stacey J. Harris	
Appellant's Department/Division:	Water distribution	
Appellant will be represented by:		
Contact information (phone number): (email address):		
<i>Appellant's Contact Information:</i>		
Primary phone number:		
Address:		
Email:		



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

On 2-5-25 I was threaten by a city employee, I went to tell the supervisor and the information I provided her with was used on me. I received a 1 day suspension. The day I returned from the 1 day on 3/13/25 I was written up the same day for being offensive with language and conduct towards a city officer or employee and not following policy and procedures. I put in a harassment and bullying and retaliation on the management department and now I have been given a 3 day suspension. I was wrongful accused for something I did not do. In the hearing my voice was not able to be heard. Management lied on me. I don't know what else to do. My character and my name has been tarnished.