



City of Milwaukee
CS-81 (R. 06.04.19)

DISCHARGE NOTICE

Date: 8/19/2025
Rec#: 35873

Distribute a copy to:

- Employee
- Employee Representative
- Department File
- Employees' Retirement System
- Dept. of Employee Relations – send within 48 hours to DERpersonnelforms@milwaukee.gov

Employee:	JORDAN,DEMONTA S	Employee ID No.:	037142
Department:	DPW-OPS-SANITATION	Race:	B
		Gender:	Male
Division:		Div. No.:	5457
		Payroll Loc. No.:	545 40
Job Title:	EQUIPMENT OPERATOR 1	Immediate Supervisor:	Natalie Smith

In accordance with City Service Commission Rules, you are hereby discharged effective at 15:00 (pm) on 08/18/2025 (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, paragraphs Q 1.21: Rules of Conduct: Insubordination, Misconduct Q: Has refused or failed to comply with departmental work rules, policies or procedures On Thursday July 24th, 2025 at approximately 8:37am, Supervisor Ryan Herrera informed you that you must complete assignments according to the numbering of the route (SG4-3A, on this particular day). Supervisor Herrera explained the route was numbered for a specific reason and this was a directive that you complete the assignment as such. On Monday, July 28th, 2025, Supervisor Herrera again reiterated to you that you must complete the assignment according to the route numbers on this day's work. On this same day at approximately 9:15am, an aldermanic email was received informing us that this directive had not been followed, a claim confirmed by departmental internal data. District Manager Natalie Smith asked you to come into the office to discuss what happened with this request. During this meeting with both DM Natalie Smith and DM Eric Muschinske, when asked why you did not go by the route numbers, your response was, "It is inconvenient for me." You were also asked if you had ever been directed to follow the numbers on this day and your response was, "Not particularly." You further stated that you were, "...not entertained by this," and that you were, "...not going to do this, you are going to have to fire me." In addition, you stated that if we, "...made you an EO3 you would be willing to go by the numbers on the route." South Area Manager Alan Kerr joined this meeting via speaker phone and gave you another directive of, "moving forward complete this route the way it is numbered." You refused to confirm Area Manager Kerr's directive during this call, and on Monday, August 4, 2025, you did not complete the directive. This behavior is a direct violation of DPW Work Rule 1.21 Rules of Conduct, Insubordination as well as Misconduct. This type of conduct/behavior towards anyone is unacceptable and will not be tolerated. On Monday August 18, 2025 a Pre-Discharge hearing was held, in this hearing you acknowledged making said statements to Management. As a result of this you were offered a Last Chance Agreement and a 15 day suspension which you refused and instead chose to be discharged. The discharge is effective 8/18/2025.

II. Previous Disciplinary Actions including Warning Letters:

DATES REQUIRED:

1. Date of investigatory meeting: 8/18/25
2. Date Discharge notice was provided to the employee or notice was mailed to employee:
Date: Mailed 8/21/2025

Reporting Authority Signature:

N. Smith

Please print name:

Natalie Smith



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 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: *Sanitation District Manager*

Date: *8/19/25*

Appointing Authority Signature:

Signed by:
Dan Thomas
FA76E1AF35AD4CA...

Please print name: Dan Thomas

Title: Adm. Services Director

Date: 8/20/2025





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 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 1st 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 _____ day of _____, 20____.

Signature of appellant: Demonta Jordan

Name of appellant (please print):	Demonta Jordan
Appellant's Department/Division:	DPW Sanitation
Appellant will be represented by:	Myself
Contact information (phone number): (email address):	[REDACTED]
<i>Appellant's Contact Information:</i>	
Primary phone number:	[REDACTED]
Address:	[REDACTED]
Email:	[REDACTED]

25 AUG 21 11:50 AM

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

I did not start my garbage route in numerical order.