



SEPARATION NOTICE (Non-disciplinary)

r. 5.15.23

Distribute a copy to:

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

DER Report No. _____
Date: _____

Employee:	Antoine D. Young	Employee ID No.:	035041
Department:	City Attorney's Office	Race:	Black
Division:		Gender:	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Job Title:	Business Systems Coordinator	Division No.:	
		Payroll Loc. No.:	
		Immediate Supervisor:	Deputy City Attorney Mary Schanning

II. You are being separated from City Service for the following reason(s), pursuant to Rule XI, Section 1 of the Rules of the City Service Commission.

- Failure to return at the expiration of a leave of absence.
- A request for a leave of absence or for an extension of a leave of absence has been denied.
- A leave of absence or an extension of a leave of absence has been revoked.
- Unable to receive CJIS clearance which is necessary to perform essential functions of the position.

Your separation from City Service is effective at **4:45** (a.m. / p.m.) on **December 11, 2024 (date)**.

You have **three days** from the receipt of this notice to file an appeal. See Right of Appeal information below.

<p>DATES REQUIRED:</p> <p>1. Date of pre-separation meeting: <u>December 2, 2024</u></p> <p>2. Date separation notice was provided to the employee or notice was mailed to employee: <u>December 5, 2024</u></p>	<p>Reporting Authority Signature: </p>
---	---

<p>RIGHT OF APPEAL:</p> <p>Civil Service employees with regular status (those who have completed a probationary period) may appeal in writing to the City Service Commission within three days of receipt of this notice.</p>	<p>Title: Mary Schanning, Deputy City Attorney</p> <p>Appointing Authority Signature: </p> <p>Title: Evan Goyke, City Attorney</p>
---	---

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

- If the employee had a representative at the pre-separation meeting, please provide the representative with a copy of this notice.

Pursuant to City Service Commission Rule X, employees who are separated from City Service may apply for reinstatement to the title most recently held. Further information regarding reinstatement can be obtained by calling (414) 286-3398. The application for reinstatement may be found on the DER web site: www.milwaukee.gov/der/csc/FormsDocs.



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 10_____ day of Dec_____, 2024__.

Signature of appellant: Antoine Young

Name of appellant (please print):	Antoine Young
Appellant's Department/Division:	City Attorney
Appellant will be represented by:	N/A
Contact information (phone number): (email address):	Phone: Email:
<i>Appellant's Contact Information:</i>	
Primary phone number:	<div style="background-color: black; width: 100px; height: 20px;"></div>
Address:	<div style="background-color: black; width: 100%; height: 20px;"></div>
Email:	<div style="background-color: black; width: 100%; height: 20px;"></div>

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

I am appealing my Separation Notice (Non-disciplinary)

Due to being Unable to receive CJIS clearance which is necessary to perform essential functions of the position.

I don't feel that I'm not able to perform essential function of my position, that I've been in for 3yrs.

I started with the CAO in January of 2022 at which time I've been doing my position without hiccups for 3yrs.

Has the Federal government contacted and ask if my situation can be approved for CJIS?

I have been performing on my job doing all scopes of my job and beyond since I've started my job in 2021.