

DISCHARGE NOTICE

25 JUN 26 2:49 PM

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:	Katie Ryckman	Employee ID No.:	036184
Department:	Office of the City Attorney	Race:	White
Division:		Gender:	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Job Title:	Paralegal	Div. No.:	1490
		Payroll Loc. No.:	149.01
		Immediate Supervisor:	Naomi Sanders

In accordance with City Service Commission Rules, you are hereby discharged effective at **4:45** (☐ am / ☒ pm) on **6/24/2025** for violating Rule XIV, Section 12, Paragraph d., l., q., and s. of the City Service Rules and provisions of the Office of the City Attorney Employee Handbook. You have **three days** from the receipt of this notice to file an appeal. See Right of Appeal information below.

I. Description of Offense:

Dishonesty, unauthorized use of city property, and unauthorized modification/alteration of a city report or record related to documents Katie Ryckman submitted to the city dated April 22, May 8, May 12, and June 9 of 2025 excusing her from work. At the pre-discharge meeting, Katie responded to the specific allegations regarding the authenticity of the excuse documents she submitted for the various dates saying, "I do not have the ability to change or draft a letterhead from a doctor unless I need to have a doctor say, 'I wrote that'; and "I only go to Froedtert and its satellites and that is how it looks. ... How a nurse or doctor drafts a letter has nothing to do with me. I get it in my chart and just forward it on. I don't even read it, I just forward it on". DER and ITMD determined Katie authored, modified, and/or altered excuse documents she submitted to the city on/by her city issued laptop.

II. Previous Disciplinary Actions including Warning Letters:

Katie acknowledged receipt of the City Attorney's Office Handbook. Katie received prior discipline for insubordinate conduct in October 2023, November 2023, and August 2024. Employee Performance Improvement Plans (PIPs) were issued to her in two different periods in 2024. From September 4, 2024 through December 18, 2024, Katie's PIP included the goal of eliminating insubordinate conduct by requiring her to follow the chain of command and to notify her supervisor of any absence directly by telephone or Teams, or indirectly by leaving a telephone message or email.

DATES REQUIRED:

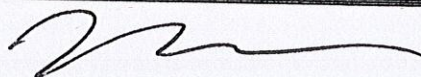
1. Date of investigatory meeting: **6/11/2025**
2. Date Discharge notice was provided to the employee or notice was mailed to employee: **Date: 6/24/2025**

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.

Reporting
Authority
Signature:

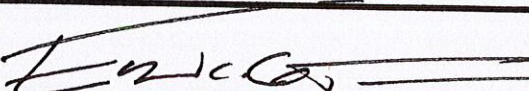


Please print name: Naomi Sanders

Title: Deputy City Attorney

Date: 6/24/2025

Appointing
Authority
Signature:



Please print name: Evan C. Goyke

Title: City Attorney

Date: 6/24/2025



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 26th day of June, 2025.

Signature of appellant: _____

Name of appellant (please print):	<u>Katie Rydeman</u>
Appellant's Department/Division:	<u>City Attorney's Office</u>
Appellant will be represented by:	
Contact information (phone number): (email address):	
Appellant's Contact Information:	
Primary phone number:	
Address:	
Email:	

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

On 4/21/25 I was hospitalized for a severe C-spine injury. On 4/22/25 my daughter hanel delivered and notified Lisa Gilmore and Johnnie Nelson of injury and delivered a letter excusing me from work until 4/28/25. On 4/28/25 I had my appt. with neurosurgery. Who relayed that he only does the FMLA paperwork from the surgery date forward. An appt. was made w/ my primary physician for 4/24/25. at that appt. Dr. Shankar filled out my FMLA paperwork to cover me from 4/18/25 - 5/27/25 (surgery date). After that appointment my daughter handed it to Lisa and Johnnie. After I was informed that my dr. missed several questions. I contacted her and she intern Redid the paperwork twice, and also sent a letter. I sent those items via email to both Lisa and Johnnie. Lisa contacted me to let me know that the date was incorrect. I again contacted my dr via mychat and she sent over a corrected letter. At that time I was told by Lisa that she and Johnnie felt that my paperwork was forged due to

having the Froedent logo & my primary
office logo on the same page. On
May 12, 2025 my Neurosurgery Office
typically sent over via fax my
FmUA to Lisa. and I noted it forwarded
it on to Johnnie. She ignored it. A
week after my surgery on 5/27/25 I found
it via email that Johnnie never received the
paperwork. I contacted my dr and was told
it was sent on the 12th. At that time the
urse called Johnnie and left a message
for him and I faxed the paperwork directly
to Johnnie. Johnnie after receiving it
sent me my second designation for
approval for FmUA. On June 9th, 2025 I
had a follow up appt. w/neurosurgery.
I requested to return to work 20 hrs/wk.
working remote. I brought a letter to
Lisa & Johnnie. Lisa again told me
that my letter was forged. I contacted
my dr ~~again~~ and again the called
Johnnie and sent over new FmUA for
20 hrs/week remote. Along with the
letter I brought. After that I was
given a pre discharge letter w/meeting
etc + time.



During this meeting with Lisa and Evan. Again I was told by Lisa that her and Johnnie were positive I forged my Fmr paperwork. at that time I offered to pull up my mychart so they could see everything and to call my doctor which they refused. At the end of the meeting I was put on admin leave because Lisa was going on vacation. When she returned I had a courier come to my house to hand deliver my discharge paperwork and collect my laptop and City ID

On April 26, 2025 I was hospitalized for a severe injury. On April 22, 2025 my daughter has delivered and notified Lisa Gilmore and Johnny Nelson of my injury and delivered a letter. Excuse me from work until April 28, 2025. April 28, 2025. I had my first appointment with my neurosurgeon who relayed that he only does FMLA paperwork from the surgery date. An appointment was made that afternoon with my primary physician for later that week. Dr. Shankar fill out my FMLA paperwork for the first time I was in the office and dated the FMLA paperwork to start April 18, 2025 through May 27, 2025 (surgery date). After that appointment, my daughter has delivered it to Lisa Gilmore and Johnnie Nelson. Several days later, I was informed that my primary physician had missed several questions on the FMLA paperwork and was asked for them to be answered resubmitted. I resubmitted after receiving the paperwork back from the doctor and again Johnny was not happy with what was stated. I was told I needed to have the form corrected a third time. At the time I have the preferred copy I also attached a letter for my doctors' office. I was informed a little while later that's the letter had an incorrect date. It was at that time Lisa insinuated the letter had not been drafted by my doctors' office. I contacted my doctor's office and explained the situation and a corrected letter was sent to me via mychart. After submitting the corrected letter from my primary doctor, I was told that there was no way that this could have been incorrect letter as it had the Froedtert logo on the top with my primary of physicians' office address. I explained to her that every letter has that as they are affiliated with Froedtert. After submitting a third copy of my FMLA to Johnnie Nelson I was given my FMLA designation. On May 12, 2025, unbeknownst to myself my neurosurgeon's office over my FMLA paperwork that would start May 27, 2025. This paperwork was faxed over to Lisa Gilmore at the city attorney's office and instead of forwarding that paperwork on to DER and notifying Johnnie Nelson she discarded the paperwork. A week after surgery I sent Johnnie Nelson an email if he received my FMLA paperwork from my neurosurgeon office. He informed me that he had not, and I immediately contacted my neurosurgeon office via my chart. I received a response back stating that they had sent it over on May 12 with a fax number that belongs to the city attorney's office. Once I receive that message, I gave them the proper fax number in which they fax the paperwork over to Johnnie Nelson, as well as called him and left a message on his voicemail. They also sent me a copy of my FMLA paperwork. I sent a follow up email to Johnnie Nelson and Lisa Gilmore with the FMLA paperwork and a screenshot of my my chart message that I had received. Once Johnny Nelson received my FMLA paperwork I was given my second FMLA designation. On June 9, 2025 I had a follow up postop appointment with my neurosurgeon 's office. I explained to the nurse and to the position assistant that I would like to return to work 20 hours a week working remote. A letter was written in which I hand delivered to Johnnie Nelson and Lisa Gilmore the same day. At that time when I had delivered the letter to Lisa Gilmore and her office, I was told that she didn't believe me that I had had surgery. I showed her my surgical scar on my neck that is painfully obvious and cannot be overlooked. She then accused me of turning in a fraudulent letter because the Froedtert logo

and the doctor's office address were both on there. At that time, I offered to call my doctor's office to prove the validity of the letter and she refused, she said that it was not necessary. I was contacted by Johnnie Nelson and was told I needed to have my doctor's office. Refill out the FMLA paperwork and include to work remote 20 hours a week. Two days later, I have a letter delivered to me informing me of a pre-discharge meeting during that pre-discharge meeting. I was told the reason for the meeting was because I have used my laptop to forge my medical documentation and my FMLA paperwork. Again, at that time, I offered to call both doctors offices so that they could verify the validity of paperwork and they refused. I was told it was not the time place should do that. I was in place on an administrative leave because Lisa was going on vacation the following day. Once Lisa returned from vacation, a courier comes to my residence to drop off paperwork, saying that I was being terminated because I forged my medical documentation.