

# 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)

Employee:	D'Lana Reed		Employee ID No.:	029738
Department:	Common Council City Clerk		Race:	AAW/NA
Division:	License Division		Gender:	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Job Title:	Administrative Assistant II	Immediate Supervisor:	Marissa Milano	

In accordance with City Service Commission Rules, you are hereby discharged effective at **2:15** (☐ am / ☒ pm) on **9/18/23** (date) for violating Rule XIV, Section 12, Paragraph **l,j,k,q,r** 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:**

Repeated, documented refusal to follow management instruction is a violation of paragraphs i and k, examples include survey cards and end of day check in.

Failure to follow her prescribed schedule for arrival, break and lunch times and not seeking approval for additional time claimed on her time sheet are violations of paragraphs q and r.

Interrupting specialists during their work hours while she is on break, which is a violation of paragraph k.

Ms. Reed is offensive in conduct when supervisors attempt to assist her in meeting the terms of the PIP in violation of paragraph j and the City Clerk work rules.

Refusal or failure to meet over 50% of the action items in the PIP

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

Verbal Warning dated 2/7/23 for accepting gifts

Counseling regarding attendance, professional communication, and accepting gifts

20 day suspension for violation of rule XIV, section 12, paragraphs l,j,k,q, and r and a performance improvement plan to address deficient customer service, punctuality, attendance, and other improvement opportunities.

**DATES REQUIRED:**

1. Date of investigatory meeting: **9/14/23**
2. Date Discharge notice was provided to the employee or notice was mailed to employee:  
Date: **9/18/23**

Reporting  
Authority  
Signature:



Please print name: Jim Cooney

Title: License Division Manager

Date: 9/18/23

**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.

Appointing  
Authority  
Signature:

*Dana Zylka*, Deputy for

Please print name: Jim Owczarski

Title: City Clerk

Date: 9/18/23

