



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>

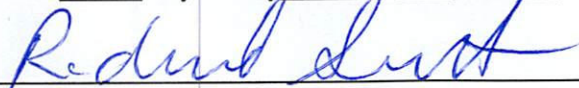
Please complete the form below to appeal a qualifying disciplinary action.


I appeal the following disciplinary action, pursuant to Rule XIV, Section 2 of the Rules of the Board of City Service Commissioners (*check one*):

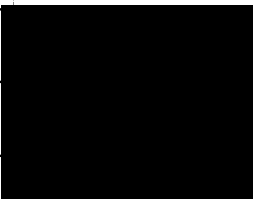
- ☐ Discharge
- ☐ Reduction in classification (involuntary demotion)
- ☐ Second suspension within six months of a former one (Date of 1st suspension: _____)
- ☒ Suspension exceeding 15 days

I received written notification of the disciplinary action that I am appealing on: 05/31/2024_____. 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 31st _____ day of May _____, 2024.

Signature of appellant: 

Name of appellant (please print):	Richard Schmidt
Appellant's Department/Division:	City Treasurer/Customer Services
Appellant will be represented by:	Unknown at this time
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*): I was given a 30 day suspension for misapplying a payment and giving a wrong refund to a customer that should not have got it. I have worked for the City Treasurer's Office for 17.5 years without a suspension or any type of discipline regarding this type of error. This is excessive for the mistake and I have a great work record.



CS-82 (R. 06.02.22)

SUSPENSION 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

Employee:	Richard A. Schmidt	Employee ID No.: 018088
Department:	Office of the City Treasurer	Race: Caucasian
		Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Division:	Customer Services Division	Division No.: 2210
		Payroll Loc. No.: 221-24
Job Title:	Customer Services Manager	Immediate Supervisor: Margarita Gutierrez

You are hereby suspended effective at **6:30** (☒ am / ☐ pm) on **06/03/2024** (date) for **30** working days, for violating Rule **XIV**, Section **12**, Paragraph **k** of the City Service Rules. You are to return to work on **07/15/2024** (date).

Description of Offense:

You misapplied a payment to a delinquent tax account and missed several opportunities to correct your error. In addition, you approved issuing a property tax refund to an inappropriate payee.

Comments:

As a division manager, holding a leadership position within the department, such an egregious infraction at your level has a pronounced adverse effect on the level of trust elected officials and the general public have in this department's ability to carry out its duties and responsibilities. With that in mind, you are placed on notice that another violation of the City Civil Service Rules will result in your discharge. Upon your return to work, you are to develop the requisite forms and update your division's standard operating procedures to prevent such a situation from reoccurring.

DATES REQUIRED:

1. Date of investigatory meeting: **MAY 17 2024**
2. Date suspension notice was provided to the employee or notice was mailed to the employee:
Date: **MAY 31 2024**

James F. Klajbor
↑ 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 **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.

Please print name: James F. Klajbor

Title: Deputy City Treasurer

Date: **MAY 31 2024**

Spencer Coggs
↑ Department Head Signature ↑

RIGHT OF GRIEVANCE PROCEDURE:

Regularly appointed employees who receive a disciplinary action that is not appealable to the City Service Commission, may file a grievance under the Discipline and Grievance Procedure as provided under Chapter 340-11 of the Milwaukee Code of Ordinances. Such grievance must be filed in Department within 7 days of receipt of this notice with a copy to DER-Labor Relations.

Please print name: Spencer Coggs

Title: City Treasurer

Date: **MAY 31 2024**

