

**CITY OF MILWAUKEE
CITY SERVICE COMMISSION**

RESIGNATION

DEPT. OF EMPLOYEE
RELATIONS
REPORT NO.

INSTRUCTIONS

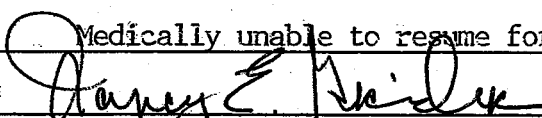
EMPLOYEE MUST SIGN THE FOUR COMPLETED COPIES OF THIS FORM AND GIVE THEM TO HIS IMMEDIATE SUPERVISOR.

SUPERVISOR MUST TRANSMIT THE FOUR COPIES FOR REPORTING OFFICER'S AND/ OR APPROVING OFFICER'S SIGNATURES.

DEPARTMENT MUST DISTRIBUTE THE FOUR COPIES AS FOLLOWS:

- WHITE - TO THE CITY SERVICE COMMISSION
- PINK - TO THE ANNUITY & PENSION BOARD
- CANARY - RETAINED BY THE DEPARTMENT
- GOLDENROD - TO THE EMPLOYEE

CHECK ONE: RESIGNATION FROM THIS TITLE ONLY RESIGNATION FROM CITY EMPLOYMENT

NAME Nancy E. Grider		ADDRESS	
PENSION NO. 51774	EMPLOYEE ID	TITLE Operator In Charge	
DEPARTMENT Department of Public Works		BUREAU OR DIV. Water Works Division	
PAYROLL LOCATION NUMBER	RESIGNATION TO TAKE EFFECT AT THE CLOSE OF BUSINESS ON 3-19-01 3-19-01		
IF EMPLOYEE WAS OFF PAYROLL BEFORE EFFECTIVE DATE OF RESIGNATION ENTER LAST DATE FOR WHICH PAY WAS RECEIVED		EXPLAIN DIFFERENCE BETWEEN LAST PAY DATE & RESIGNATION DATE BELOW	
(EXAMPLES: ON LEAVE OF ABSENCE SINCE - GIVE DATE; OWED TIME DEDUCTED - GIVE NUMBER OF HOURS; AWOL SINCE - GIVE DATE.)			
REASON FOR RESIGNATION On unpaid leave of absence since 9/3/99.			
Medically unable to resume former employment. Resignation pursuant to settlement agreement.			
EMPLOYEE SIGNATURE 		DATE 3-19-01	

NOTE: DEPARTMENT MUST OBTAIN CITY OF MILWAUKEE IDENTIFICATION CARD FROM RESIGNING EMPLOYEE

REPORTING OFFICER'S SIGNATURE	APPROVING OFFICER'S SIGNATURE	DATE
TITLE	TITLE	

REINSTATEMENT POLICY

Requests for reinstatement may be made to the City department from which the employee resigned. Approval of the request by that department is necessary in order to be placed on a reinstatement list. Reinstatement requests made after one year of resignation must also be approved by the City Service Commission. Under the City Service Commission rules, however, the Commission does not hear appeals if the request for reinstatement is denied or not recommended by the department.

