



Department of Public Works
Administration

Jeffrey S. Polenske, P.E.
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.
Director of Administrative Services

✓ November 8, 2021

Margaret Davis
4827 W. Fillmore Drive
Milwaukee, WI 53219

Hand Delivered

Verification of Receipt

Dear Margaret Davis:

You are hereby being notified that a Pre-Disciplinary/Discharge Hearing has been scheduled for you on **Tuesday, November 9, 2021 @ 11am.** The hearing will be held at the DPW Parking Enforcement Office located at 123 North 25th Street, conference room. Your attendance at this hearing is **mandatory**, and you have the right to bring a representative. Please provide me notification in advance of the hearing if you are going to be represented by an attorney. This hearing will be held through a video conference and audio or video recording of the hearing is prohibited.

RE: Violation of City of Milwaukee Vaccine Policy:

Non-Compliance

Employees were given until Friday, October 29, 2021 to either provide proof of COVID-19 vaccination or obtain an approved reasonable accommodation. Employees returning from leave and individuals who apply on or after September 1, 2021 and are hired, will be required to be vaccinated and upload a copy of their proof of vaccination within ten business days of their start date or obtain an approved reasonable accommodation.

Employees who fail to provide proof of vaccination or an approved/submitted reasonable accommodation by the deadline will no longer meet the conditions of employment for the City of Milwaukee and will be suspended for up to 30 days. Should the employee provide proof of vaccination during the suspension, the remainder of the suspension would be held in abeyance starting the next business day.

If you fail to comply with the policy within the 30 day suspension period you will be separated from your employment with the City. There will be no second "hearing" scheduled for this matter.

Management is of the belief that you are in violation of the City of Milwaukee Vaccine Policy as outlined above. This hearing will provide you with an opportunity to provide facts related to your situation. The hearing will not revisit any "accommodation request" or its approval/denial.

The Pre-Disciplinary Hearing is structured in a way to ensure you are given your "due process" as it pertains to your rights as a City Service employee, and to afford you the opportunity at this Hearing to present any information, oral or written you would like to have considered, and believe is pertinent/relative to the Department of Public Works Standard Work Rules and City Service Rule Violations listed above.

For more information on "What to Expect" during this hearing, reference the following link:
<https://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/Pre-disciplinaryMeetingsWhattoExpect1.pdf>

If you fail to appear at the Pre-Disciplinary Hearing without providing proper notification as to why you cannot attend, the Department of Public Works will proceed in taking a disciplinary action in absentia.

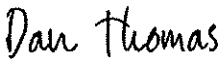
Margaret Davis
November 8, 2021
Page 2

If you have any documentation that you would like to us to review and be part of the hearing, please send the documentation prior to hearing. Those documents can be faxed to 414-286-0537 or emailed to asimon@milwaukee.gov.

If you have any additional questions or concerns, please contact me directly at 414-286-3307.

Sincerely,

DocuSigned by:


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Dan Thomas, M.P.A., J.D.
DPW Administrative Services Director