

DISCHARGE NOTICE

Date: 1/25/2024
 Rec#: 34123

Distribute a copy to:

- Employee
- Employee Representative
- Department File
- Employee's Retirement System
- Dept. of Employee Relations – send within 48 hours to DERpersonnelforms@milwaukee.gov

Employee:	NELSON, CARLO BRENDAN		Employee ID No.:	035209
Department:	DPW-OPS-FORESTRY		Race:	B
Division:			Gender:	Male
			Div. No.:	5458
			Payroll Loc. No.:	545 21
Job Title:	URBAN FORESTRY WORKER	Immediate Supervisor:	Jeff Laufenberg	

In accordance with City Service Commission Rules, you are hereby discharged effective at 03:30 (am) on 01/25/2024 (date) for violating Rule XIV, Section 12, Paragraph Q 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:

On 1/3/2024 at 7:44 AM, you called UFM Dan Johnson on his personal cell phone stating that you needed to use FMLA for the day. You were informed again that the procedure to follow for calling in absences is to call the Central District office line and it must be done at least one hour prior to the start of your shift at 7AM. Later that day you spoke to Dan Johnson again and stated you would be at work the following day on 1/4/2024. The next morning of January 4, you called in late again, at 7:25 AM stating you needed to use FMLA again. These are both violations of DPW Standard Work Rule 1.6: Reporting Absences. Employees are required to notify management of any absence, including FMLA, prior to the start of their shift. Further, the City's FMLA policy states "Employees must comply with their department's notification policy or established call-in procedures for reporting absences". You have received progressive discipline for the same work rule violations as follows: a 3-day suspension in April 2023, 10-day suspension in July 2023, a 15-day suspension in September 2023 along with a last chance agreement. Additionally, you were issued 5 memo-Gs in 4 months for the same violation in your previous position as ODW before being terminated on probation from that position.

II. Previous Disciplinary Actions including Warning Letters:

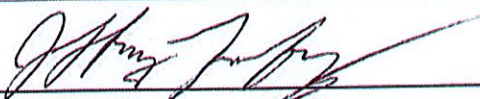
DATES REQUIRED:

1. Date of investigatory meeting: 1-25-24
2. Date Discharge notice was provided to the employee or notice was mailed to employee: 1-26-24

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

Reporting Authority Signature:



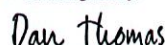
Please print name: Jeff Laufenberg

Title: Urban Forestry District Manager

Date: 1-25-24

Appointing Authority Signature:

DocuSigned by:



6E07AE6F79B14BB...

Please print name: Dan Thomas



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.

Title: Adm Services Director

Date: 1/26/2024





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

01/25/2024

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 28th day of January, 2024.

Signature of appellant: Carlo Nelson

Name of appellant (please print):	Carlo Nelson
Appellant's Department/Division:	Urban Forestry
Appellant will be represented by:	
Contact information (phone number): (email address):	Phone: Email:
Appellant's Contact Information:	
Primary phone number:	
Address:	
Email:	

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

I understand i was on a last chance agreement which i have been doing a great job To do my part. The incident that occurred me to call in late for those 2 days wasnt under my control. I was taking a new medicine that the side effects had me super drowsy since then my doctor has been able to adjust the doses and have been a lot better. Ive turned in doctor notices and fmla paperwork as well. I have a family and just trying to support my family.