

# DISCHARGE NOTICE

**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](mailto:DERpersonnelforms@milwaukee.gov)

Date: 2/29/2024

Rec#: 34244

Employee:	CHAMBLISS, KEITH A		Employee ID No.:	024485
Department:	DPW - SEWER - UNDERGROUND		Race:	B
Division:			Gender:	Male
			Div. No.:	6832
			Payroll Loc. No.:	683 84
Job Title:	SEWER CREW LEADER	Immediate Supervisor:	Cory Tipton	

In accordance with City Service Commission Rules, you are hereby discharged effective at 14:00 (pm) on 02/29/2024 (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:**

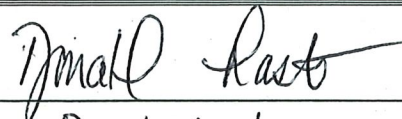
On November 7, 2023, you were tested under the City of Milwaukee, Department of Public Works (DPW), Drug and Alcohol Testing Program/Policy for a Reasonable Suspension Alcohol and Drug Test. On November 7, 2023, DPW, Administrative Services Division, Safety Section, was notified your breath alcohol test, was positive for alcohol with a result of .079 BAC. This is a violation of DPW Standard Work Rules, cited above. A first positive alcohol and drug violation under the DPW Drug and Alcohol Program required you to serve a 10-day suspension which was effective November 8, 2023 until November 22, 2023. You complied and successfully completed the recommended Substance Abuse Professional (SAP), programming on December 30, 2023. You also successfully submitted a negative Return to Duty test on January 8, 2024. Upon return to duty you were advised of subsequent follow-up testing and notified that a second violation of the Drug and Alcohol Policy would result in discharge. On February 26, 2024, you were tested under the City of Milwaukee Drug and Alcohol, Follow-Up Testing Program. On February 26, 2024 DPW, Administrative Services Division, Safety Section was notified you had a positive test result of .045 BAC. This was your 2nd violation of the City of Milwaukee Drug & Alcohol Testing Policy. On February 29, 2024, a Pre-Discharge Hearing was held to discuss the above work rule violations. As a result of the hearing, you have been officially discharged from Department of Public Works employment. Note: In accordance with Federal Department of Transportation (DOT) guidelines related to Commercial Driver's License and Commercial Learner's Permit, you will be ineligible to perform safety sensitive functions until you have been evaluated by a Substance Abuse Professional (SAP) and have begun successful participation in a rehabilitation program (if one is recommended to you). You may also be required to pass a Return to Duty test and have a documented follow-up testing schedule. Please note you may be responsible for any costs associated with this process. To learn more, visit the DOT Clearinghouse webpage.

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

**DATES REQUIRED:**

1. Date of investigatory meeting: 2/29/2024
2. Date Discharge notice was provided to the employee or notice was mailed to employee:  
Date: 3/1/2024

Reporting Authority Signature:



Please print name:

Donald Laster

Title:

DPW Safety Supervisor

**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.

Date:

3/1/2024

Appointing  
Authority  
Signature:

DocuSigned by:

Dan Thomas

0E97AE0F79B14BB...

Please print name:

Dan Thomas

Title:

Adm Services Director

Date:

3/1/2024



## 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](mailto: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 1<sup>st</sup> suspension: \_\_\_\_\_)
- ☐ Suspension exceeding 15 days

I received written notification of the disciplinary action that I am appealing on: 3-1-24 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 4 day of March, 2024.

Signature of appellant: *Keith Chambliss*

Name of appellant (please print):	Keith Chambliss
Appellant's Department/Division:	DPW. Sewer Underground
Appellant will be represented by:	
Contact information (phone number): (email address):	Phone: 414-213-0716 Email: Cham1157@yahoo.com
Appellant's Contact Information:	
Primary phone number:	414-213-0716
Address:	4557 N. 44 <sup>th</sup> St.
Email:	Cham1157@yahoo.com

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

I contesting The Alcohol Testing result.  
~~The Test~~