



## 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: [klbiern@milwaukee.gov](mailto:klbiern@milwaukee.gov) or by FAX to the following number: (414) 286-0203.

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: \_\_\_\_\_. 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 08 day of 09, 2021

Signature of appellant: [Signature]

Name of appellant (please print):	<u>Louis W. Jones</u>		
Appellant's Department/Division:	<u>Sanitation</u>		
Appellant will be represented by:	<u>Unknown</u>		
Contact information (phone number):	Phone:	[REDACTED]	
(email address):	Email:		
<b>Appellant's Contact Information:</b>			
Primary phone number:	[REDACTED]		
Address:			
Email:			



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

ON April 14<sup>th</sup> of 2016, I WAS NOTIFIED, THAT I HAD TESTED POSITIVE FOR COCAINE! I IMMEDIATELY DENIED THE RESULTS BECAUSE I WAS ON NUMEROUS AMOUNTS OF MEDICINES, DUE TO THE FACT THAT I HAD HAD RECENTLY HAD LUNG SURGERY! I WAS SENT TO SOMEONE FROM THE DEPARTMENT THAT I SPOKE WITH ABOUT THIS ISSUE. ONCE THAT WAS COMPLETED THERE WAS KNOW MORE ASSESSMENTS. I DID HAVE TO DO NONE OF THE THINGS REQUIRED BY THE STANDARDS OF THE D.O.P.! NO CLASSES, NO RTD WORKSHOPS, NO MONTHLY DROPS OR ANYTHING! SO I ASSUMED THAT THE PERSON I SPOKE WITH HAD RELEASED ME FROM THIS ISSUE, BECAUSE THERE WAS NO DUE PROCESS! I LOOKED FORWARD TO CLEARING MY NAME IN THIS UNJUST SYSTEM!

Sincerely  
Felix W. Jones

'21AUG 9 9:06AM

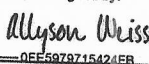
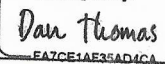


# DISCHARGE NOTICE

**Distribute a copy to:**

- Employee
- Employee Representative
- Department File
- Employees' Retirement System
- Dept. of Employee Relations – send within 48 hours to [DERpersonnelforms@milwaukee.gov](mailto:DERpersonnelforms@milwaukee.gov)

Date: 8/3/2021  
Rec#: 31853

Employee:	JONES, LOUIS W		Employee ID No.:	019254
Department:	DPW-OPS-SANITATION		Race:	B
Division:			Gender:	Male
Job Title:	OPERATIONS DRIVER/WORKER	Immediate Supervisor:	Allyson Weiss	
<p>In accordance with City Service Commission Rules, you are hereby discharged effective at 11:30 (am) on 08/03/2021 (date) for violating Rule XIV, Section 12, Paragraph Q of the City Service Rules (additional departmental rules may be referenced as applicable). You have <u>three days</u> from the receipt of this notice to file an appeal. See Right of Appeal information below.</p> <p><b>I. Description of Offense:</b> On July 21, 2021 you were tested under the City of Milwaukee Drug and Alcohol program for a Random Test. On July 27, 2021 Safety was notified that you tested positive for Marijuana, which is a violation of the City of Milwaukee Department of Public Works Drug and Alcohol Policy. This is your second violation of this policy. As indicated in section II below, the second violation of the policy calls for a Discharge action. As a result of your Second Violation you are hereby Discharged.</p> <p><b>II. Previous Disciplinary Actions including Warning Letters:</b> See attached.</p>				
<p><b>DATES REQUIRED:</b> 1. Date of investigatory meeting: 8/3/2021 2. Date Discharge notice was provided to the employee or notice was mailed to employee: 8/4/2021</p>		<p>Reporting Authority Signature:  Please print name: Allyson Weiss Title: DPW Safety Supervisor Date: 8/3/2021</p>		
<p><b>RIGHT OF APPEAL:</b> Regularly appointed Civil Service employees (those who have completed their probationary period) may appeal in writing to the City Service Commission <u>within three days</u> 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.</p>		<p>Appointing Authority Signature:  Please print name: Dan Thomas Title: DPW Administrative Services Director Date: 8/3/2021</p>		
<p><b>NOTE:</b> If you have been issued an employee identification card, it must be turned in to your supervisor before your final paycheck will be released.</p>				

City of Milwaukee  
CS-82, R. 02/2012  
RECNUM 17445

# SUSPENSION NOTICE

DER REPORT NO.

**Distribute a copy to:**

- Employee
- Department
- Employees' Retirement System
- Dept. of Employee Relations - Pay Services Section

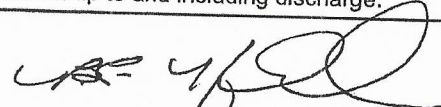
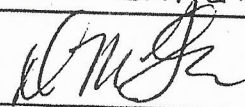
**Date: 18-APR-2016**

Employee:	JONES, LOUIS W	Employee ID No.: 019254
Department:	DPW-OPS-SANITATION	Race B
Division:		Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		Division No.: 5457
		Payroll Loc. No.: 545 04
Job Title:	OPERATIONS DRIVER/WORKER	Immediate Supervisor: Brian Hinkle

You are hereby suspended effective at 07:00 (☒ am ☐ pm) on 04/15/2016 for 10 working days, for violating Rule XIII, Section 12, Paragraph 9 of the City Service Rules. You are to return to work on **29-APR-2016**. SEE BELOW

**Description of Offense:**  
Your job requires a Commercial Driver's License. On April 14, 2016 you were found to be in violation of the City of Milwaukee Drug and Alcohol Policy as a result of a Post-Accident test. This misconduct makes you unavailable to do your job until you have been evaluated by the Substance Abuse Professional and have begun successful participation in a rehabilitation program, if one has been recommended for you. You must participate and successfully complete said program. If you are found to be out of compliance with the program you will be removed from your job and subject to discipline. Your projected return to work date is on or around 4-29-16, provided you have met the above conditions and tested negative on a return to duty drug and alcohol test.  
A second violation of this policy will result in discharge.

**Comments:** Future misconduct may result in further disciplinary action up to and including discharge.

<b>DATES REQUIRED:</b> 1. Date of investigatory meeting: 4-19-16 2. Date notice provided to the employee or notice mailed to employee: 4-19-16	Reporting Authority Signature: 
<b>RIGHT OF APPEAL:</b> 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.	Title: DPW SAFETY SUPERVISOR
	Department Head Signature: 
	Title: Admin. Services Director 4/19/16
<b>GRIEVANCE PROCEDURE:</b> 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 350-241 of the Milwaukee Code of Ordinances.	If the employee had a representative at the investigatory meeting please provide the person with a copy of the notice.

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