



SUSPENSION NOTICE

CS-82 (R. 08.02.16)

Distribute a copy to:

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

Employee:			Employee ID No.:
Department:			Race:
			Gender: ☐ Male ☐ Female
Division:			Division No.:
			Payroll Loc. No.:
Job Title:		Immediate Supervisor:	
You are hereby suspended effective at ____ (☐ am / ☐ pm) on ____ (date) for ____ working days, for violating Rule ____, Section ____, Paragraph ____ of the City Service Rules. You are to return to work on ____ (date). <u>Description of Offense:</u>			
<u>Comments:</u>			
DATES REQUIRED: 1. Date of investigatory meeting: _____ 2. Date suspension notice was provided to the employee or notice was mailed to the employee: Date: _____		↑ Reporting Authority Signature ↑	
RIGHT OF APPEAL TO THE CITY SERVICE COMMISSION: Regularly appointed Civil Service employees (<i>those who have completed their probationary period</i>) 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 <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. RIGHT OF GRIEVANCE PROCEDURE: 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. Such grievance must be filed in Department within 5 days of receipt of this notice with a copy to DER-Labor Relations.		Please print name:	
		Title:	
		Date:	
		↑ Department Head Signature ↑	
		Please print name:	
		Title:	
Date:			