



# SUSPENSION NOTICE

CS-82 (R. 06.04.19)

**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)

Employee:		Employee ID No.:
Department:		Race:
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Division:		Division No.:
		Payroll Loc. No.:
Job Title:		Immediate Supervisor:
<p>You are hereby suspended effective at ____ ( <input type="checkbox"/> am / <input type="checkbox"/> pm ) on ____ (date) for ____ working days, for violating Rule ____, Section ____, Paragraph ____ of the City Service Rules. You are to return to work on ____ (date).</p> <p><b><u>Description of Offense:</u></b></p>		
<p><b><u>Comments:</u></b></p>		
<p><b>DATES REQUIRED:</b></p> <p>1. Date of investigatory meeting: _____</p> <p>2. Date suspension notice was provided to the employee or notice was mailed to the employee: Date: _____</p>	<p>↑ Reporting Authority Signature ↑</p>	
<p><b>RIGHT OF APPEAL TO THE CITY SERVICE COMMISSION:</b></p> <p>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 <b>within three days</b> 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><b>RIGHT OF GRIEVANCE PROCEDURE:</b></p> <p>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 7 days of receipt of this notice with a copy to DER-Labor Relations.</p>	Please print name:	
	Title:	
	Date:	
	<p>↑ Department Head Signature ↑</p>	
		Please print name:
		Title:
		Date:

