

CITY OF MIAMI, FLORIDA

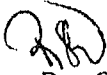
INTER-OFFICE MEMORANDUM

TO : Priscilla Thompson  
Executive Secretary  
Civil Service

DATE : April 8, 1994

FILE :

SUBJECT : Notice of Appeal Rights  
Admonishment

FROM :  R. Sue Weller  
Labor Relations Officer

REFERENCES :

ENCLOSURES :

This memorandum concerns the March 11, 1994 memorandum from Veldora Arthur, Executive Assistant, to Chief M. Shelton, Firefighting Division regarding an Admonishment.

When this type of action becomes necessary the Fire Department issues a written instruction to the employee's supervisor to place an admonishment in the employee's personnel entry form. At that time the employee is advised of the entry and required to review and initial same.

In such situations, Fire Department employees are given the opportunity for an administrative review by the Fire Chief. In the past the Fire Chief has announced the availability of such administrative reviews through periodic video messages. In order to avoid any further confusion, the Fire Department will be distributing a written notice informing employees of the availability of administrative reviews.

Should the admonishment remain unresolved after the administrative review, the employee does have the right to grieve under the labor agreement.

RSW:qrw

cc: Chief Carlos Gimenez, Fire Department  
Chief Juan Mestas, Fire Department  
William "Shorty" Bryson, I.A.F.F., Local 587