



City of Seattle
CIVIL SERVICE COMMISSION

700 5th Avenue, Suite 1670

PO Box 94729

Seattle, WA 98124-4729

Office: 206-233-7118

Fax: 206-684-0755

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)
INSTRUCTIONS

Disciplinary appeals to the Commission must be filed within twenty (20) calendar days of delivery of the Step Three grievance response. See [Personnel Rule 1.4-Employee Grievance Procedure](#).

INSTRUCTIONS:

Complete all three pages and attach any related documents or correspondence that is related to your appeal.

Commission staff is teleworking until further notice and temporarily unable to accept appeals in person or through the commission mail slot at SMT. We will accept a signed .pdf sent via email to the Executive Director Andrea.Scheele@seattle.gov and Cc: Executive Assistant Teresa.Jacobs@seattle.gov. If you are unable to email a .pdf, please send your appeal via US Postal or fax and notify staff by email that you mailed your appeal to the commission office.

Upon receipt of your appeal, the Executive Director will review the appeal. If the appeal is deemed to be timely and within the Commission's jurisdiction, it will be reviewed at the Commission's next regularly scheduled meeting. You and the employing department will be notified of the time and date of the meeting. If your appeal is accepted, staff will follow up with both parties to schedule the first prehearing conference. If you intend to be represented by an attorney, please have the attorney submit a [Notice of Appearance](#). **If you are appealing a disciplinary decision, you are required to complete the Employee Grievance Process before your appeal will be accepted by the Civil Service Commission. See [Personnel Rule 1.4](#) for more information about this exhaustion requirement.** For more information about appeal rights and deadlines, please review the Civil Service Rules of Practice and Procedure [Rules of Practice and Procedure](#)

Use additional page(s) if necessary.

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

Appeal No. _____ Date Filed <u>1/5/2026</u>	
--	--

Full Name of Appellant	Work Address
André Franklin	100 Dexter Ave N Seattle, WA, 98109
Residence Address	Work Telephone
██████████	206-457-9526
City State Zip	Employee ID
██████████ ██████████	██████████
Home/Cell Phone:	Department
██████████	Seattle Parks and Recreation
Email:	Job Title
██████████	Manager 1, Parks and Rec

1. <u>WHAT ACTION IS BEING APPEALED?</u> (CHECK ONE)	☐ Demotion (5.01A) ☐ Suspension ☐ Probation ☐ Discharge (5.01B) ☒ City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):
---	---

What Personnel rule, regulation, or provision, do you believe was violated? _____

Personnel Rule 1.4 and related civil service rules. See attached Notice of Appeal dated 1/5/2026

Reason for this appeal _____ See attached Notice of Appeal dated 1/5/2026 _____ _____	Remedy Sought (What do you want?): _____ See attached Notice of Appeal dated 1/5/2026 _____
2. <u>UNION:</u> If you are a member of a union, what is the name of your union? YES _____ NO On 3/1/2026 Mr. Franklin notified CSC that he is now a member of: _____ Local Number: <u>Protec17</u>	☐ I HAVE ☒ I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit. This matter ☐ IS ☒ IS NOT the subject of arbitration pursuant to a collective bargaining agreement.
3. <u>EMPLOYEE GRIEVANCE PROCEDURE:</u> Did you receive notification of your right to a timely resolution of this grievance from your Department? ☐ YES ☒ NO (SMC 4.04.070)	If you filed a grievance through the Employee Grievance Procedure, what was the outcome? <u>It was denied</u> _____ _____ _____
☒ I HAVE ☐ I HAVE NOT filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)	

Please include with your appeal form the **Step 3 Grievance decision** of your employing department and **Investigatory Report from SDHR**, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request.

4. **ATTORNEY/AUTHORIZED REPRESENTATIVE:**

An attorney or a representative is **NOT** required for the appeal process.

Do you have an attorney or another person representing you for this appeal? ☐ YES ☒ NO

If yes, please have your attorney submit a **NOTICE OF APPEARANCE** to the Commission Office and the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: _____ Firm: _____

Address: _____ Email: _____

5. **APPELLANT:**

If you **do not** have an attorney or a representative, please enter the address where documents related to this appeal should be sent:

Mailing Address: _____

Personal Email: _____

Home/Cell Phone: _____

SIGNATURE OF APPELLANT

Andre Franklin

DATE

1/5/2026

SIGNATURE OF ATTORNEY OR REPRESENTATIVE:
(IF FILLING OUT THIS FORM):

DATE

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729
Tel (206) 437-5425, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request.

André Franklin
Seattle Parks and Recreation
Work email: andre.franklin@seattle.gov

Regular employee in classified service

Decision being appealed

I appeal the Seattle Parks and Recreation Step 3 Grievance Response signed by AP Diaz and delivered to me on 12/23/2025, and the underlying Step 3 Grievance record relied upon in that decision.

Timeliness and request for jurisdiction determination

This appeal is filed within 20 calendar days of delivery of the AP Diaz Step 3 Grievance Response. I understand the Civil Service Commission will determine whether it has jurisdiction after the appeal is filed.

Purpose and Basis of Appeal

I am not disputing that Seattle Parks and Recreation may have authority to place an employee on administrative reassignment if the employee is a subject of an investigation. The issue I am appealing is that I was placed on administrative reassignment on 10/6/2025 and was not made aware that I was a subject of an investigation until 10/21/2025, despite the City's internal awareness and despite my expressed concerns about the administrative reassignment. I am also appealing because the Step 3 record contains disputed factual characterizations that remain uncorrected and were relied upon in the Step 3 outcome.

In addition, the City's application of its practices regarding separation or reassignment has been inconsistent. After SPR was aware that I had filed a complaint that was being investigated by the Washington State Human Rights Commission and the EEOC, and after the issues and concerns I raised as part of the E3 annual review process that SPR HRBPs reviewed and signed off on, SPR did not separate or reassign either my supervisor or me. Later, the City relied on investigatory status as a basis for administrative reassignment. This inconsistency is relevant to whether SPR applied policies and practices fairly and consistently in my case.

Relevant Timeline

On 10/6/2025, I was placed on administrative reassignment. On 10/9/2025, I filed my Step 3 Grievance after SPR did not respond to my requests for clarification. I did not receive notice that I was a subject of an investigation until 10/21/2025.

After receiving the Seattle Human Resources Step 3 Grievance Memo dated 12/20/2025, I submitted a written request when I returned to work on 12/24/2025 to correct the Step 3 record for accuracy. On 12/26/2025, Seattle Human Resources confirmed it would make limited edits and would not change several other disputed items. These disputed items remain important because the Step 3 decision relies on the Step 3 record.

Issues Presented for Commission Review

Whether the City's Step 3 Grievance record and Step 3 Grievance Response should be corrected or formally annotated where the record contains disputed factual characterizations that remain unaddressed, including the timing and clarity of notice to me that I was a subject of an investigation.

Whether the City's handling of administrative reassignment and related restrictions complied with applicable personnel system requirements when the City relied on investigatory status as part of the justification for reassignment, but did not inform me that I was a subject until later in October.

Whether SPR applied its practices consistently when it did not separate or reassign my supervisor or me after it was aware of my WSHRC and EEOC complaint and investigation, and after the issues and concerns I raised as part of the E3 annual review process that SPR HRBPs reviewed and signed off on, but later relied on HRIU investigatory status as a basis for reassignment.

Relief requested

I request that the Civil Service Commission accept this filing, determine jurisdiction, and provide appropriate relief within its authority, including requiring correction or formal annotation of the Step 3 Grievance record and any other relief the Commission determines appropriate.

Attachments submitted with this appeal

- Step 3 Grievance filed 10/9/2025 and exhibits A through E
- Administrative reassignment notice dated 10/6/2025
- HRIU notice and related communications showing the timeline of notice to me
- Seattle Human Resources Step 3 Grievance Memo dated 12/20/2025
- Seattle Parks and Recreation Step 3 Grievance Response signed by AP Diaz delivered 12/23/2025
- Seattle Human Resources email dated 12/26/2025 confirming what was changed and what was not changed in the Step 3 Grievance Memo