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3 **BEFORE THE CITY OF SEATTLE  
CIVIL SERVICE COMMISSION**

4 In the matter of the appeal of

5 **NORMAN MAH,**

6 Appellant

7 V.

8 **SEATTLE DEPARTMENT OF  
TRANSPORTATION (SDOT),**

9 Respondent

**DISMISSAL ORDER**

**CSC No. 18-01-007**

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12 Pursuant to CSC Rule 2.06(I) the Executive Director enters this Dismissal Order.

13 **BACKGROUND**

14 The Appellant filed his appeal in person on September 18, 2018. On September 19,  
15 2018, the Executive Director notified Appellant through his attorney that the Appellant  
16 must first exhaust the Employee Grievance Procedure described in Personnel Rule 1.4  
17 before filing an appeal. The Appellant has not provided information showing that the  
18 Employee Grievance Procedure has been completed. If the Appellant exhausts the  
19 Employee Grievance Procedure and remains dissatisfied with the outcome, the  
20 Appellant may then refile his appeal with the Civil Service Commission. The appeal  
21 must be filed with the Civil Service Commission within 20 days of the Appointing  
22 Authority's final written response to the grievance.

23 **ORDER**

The Civil Service Commission hereby dismisses this appeal *without prejudice*.


Norman Mah v. Seattle Department of Transportation (SDOT)  
18-01-007

**Dismissal Order- 1**

Civil Service Commission  
700 5<sup>th</sup> Ave., Suite 1670  
P.O. Box 94729  
Seattle, WA 98124-4729

1  
2 Dated this 18th day of October, 2018

3  
4 FOR THE CITY OF SEATTLE CIVIL SERVICE COMMISSION

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6 \_\_\_\_\_  
7 Jennifer Greenlee, Executive Director  
Civil Service Commission  
(206) 233-7118 \* FAX: (206) 684-0755

8 All Orders entered by the Executive Director may be appealed to the Commission. Orders issued  
9 on preliminary matters prior to hearing shall control the subsequent course of the appeal and  
10 hearing and shall be subject to modification only upon the timely filing of written exceptions  
11 within twenty (20) days after receipt of said Order. Failure to timely raise objections to an Order  
12 shall constitute a waiver of such objections, and will preclude the party from introducing new  
13 evidence, exhibits, witnesses, issues, objections pertaining thereto, or any other pre-hearing  
14 matters at the hearing.  
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BEFORE THE CIVIL SERVICE COMMISSION  
OF THE CITY OF SEATTLE

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**Norman Mah**  
Appellant,

vs.

**Seattle Department of Transportation (SDOT)**  
CITY OF SEATTLE  
Respondent

**DECLARATION OF SERVICE**

**CSC No. 18-01-007**

I, Teresa R. Jacobs, Administrative Staff Assistant for the City of Seattle Civil Service Commissions, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: **Dismissal Order**

Party	Method of Service
Appellant: <b>Norman Mah</b> c/o Sam Kramer, Attorney Joe Shaeffer, Attorney <a href="mailto:Samk@mhb.com">Samk@mhb.com</a>	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger <input type="checkbox"/> US Postal <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-Mail
Respondent: <b>Seattle Department of Transportation (SDOT)</b> Linea Laird, Interim Director, SDOT <a href="mailto:Linea.Laird@seattle.gov">Linea.Laird@seattle.gov</a>	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger <input type="checkbox"/> US Postal <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Interoffice Mail
Cc: Susan McNab, Director (Acting), SDHR <a href="mailto:Susan.McNab@seattle.gov">Susan.McNab@seattle.gov</a>	<input type="checkbox"/> Hand Delivery <input type="checkbox"/> Legal Messenger <input type="checkbox"/> US Postal <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Interoffice Mail

DATED: October 18, 2018 at Seattle, Washington.

BEFORE THE CIVIL SERVICE COMMISSION  
OF THE CITY OF SEATTLE



Teresa R. Jacobs  
Administrative Staff Assistant  
Civil Service Commissions

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