



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Evan Chinn
Commissioner Joshua Werner

Staff
Andrea Scheele, Executive Director
Teresa Jacobs, Executive Assistant

CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA (**Note the Date*)

The agenda is subject to change to address immediate Commission concerns.

DATE: *Friday, October 21, 2022

TIME: 2:00 p.m.

LOCATION: WebEx and CSC Hearing Room, 16th floor of Seattle Municipal Tower.

To attend in person, request access to the 16th floor from SMT security at building entry and follow the signs on 16.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=ma38da76ea5dfae39e0a0a911b0002ab2>

Join by meeting number

Meeting number (access code): 2493 590 5758 **Meeting password:** MNsgkmWH264

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24935905758## United States Toll (Seattle)

+1-408-418-9388,,24935905758## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle)

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial [24935905758@seattle.webex.com](tel:24935905758)

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business Dial

24935905758.seattle@lync.webex.com

Need help? Go to <https://help.webex.com>

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755

<http://www.seattle.gov/CivilServiceCommissions/>

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com

**CIVIL SERVICE COMMISSION
MEETING AGENDA
October 21, 2022 @ 2:00 p.m.**

AUDIO/VIDEO TECH CHECK

CHAIR (CSC 2.05)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

ACTION/DISCUSSION ITEMS

5. APPROVAL OF MEETING MINUTES *(may be postponed if not available)*
 - June 27, 2022- CSC Monthly Meeting
 - July 18, 2022- CSC Monthly Meeting
 - August 15, 2022-CSC Monthly Meeting
6. CASE STATUS REPORT and APPEALS UPDATE
 - *Sivage v. SDOT*, CSC 22-01-014
7. RETREAT REVIEW AND NEXT STEPS
 - CSC values discussion (continued)

STANDING ITEMS

8. DEPARTMENTAL AND BUDGET UPDATE
9. EXECUTIVE SESSION (May be cancelled if not needed)
10. OLD/NEW BUSINESS
11. ADJOURN

**SPECIAL JOINT MEETING OF CSC AND PSCSC
November 7, 2022 @ 2 p.m.**

**NEXT CSC MEETING: November 21, 2022, 2 pm
END OF AGENDA**



CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Evan Chinn
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

June 27, 2022
Civil Service Commission Monthly Meeting Minutes
Approved: October 21, 2022

1. CALL TO ORDER

Commission Chair Mary Wideman-Williams called the meeting to order at 3:00 pm. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

2. LAND ACKNOWLEDGEMENT

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

3. INTRODUCTIONS

Commission: Commission Chair Mary Wideman-Williams, Commissioner Evan Chinn, Commissioner Joshua Werner

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Legal Counsel

Guests: Wayne Barnett, Executive Director, Ethics and Elections Commission, Anne Vold, Assistant City Attorney

4. PUBLIC COMMENT

There was no written or verbal public comment.

5. WELCOME AND INTRODUCTION, NEW EMPLOYEE-ELECTED CIVIL SERVICE COMMISSIONER

The commission welcomed Joshua Werner, the new employee elected commissioners. Commissioner Werner is an employee of Seattle Public Utilities (SPU). He was elected by his peers in the City's civil service to serve as a Commissioner through December 2023.

6. APPROVAL OF MEETING MINUTES (may be postponed if not available:

The May 16, 2022, minutes are deferred to July.

7. ETHICS TRAINING

Exec. Director Wayne Barnett, Ethics & Elections Commission: Wayne Barnett, Executive Director of the Ethics and Elections commission was present to provide training to the commissioners on the three areas of the Ethics Code: Misuse of Position/Abuse of Authority, Conflicts of Interest, and Gifts. The commission receives training on Ethics, yearly, and when a new commissioner is appointed or elected.

The following items were taken out of order.

8. CASE STATUS REPORT AND APPEALS UPDATE

Griffith v. SPU, CSC no. 22-01-013- Director Scheele provided an update on this matter, which was delegated to the Office of Hearing Examiner. OHE will hold hearing dates in August to hear the matter.

Garza v. SDOT, CSC No. 22-01-015- Director Scheele reported that Ms. Garza withdrew her appeal, and a Dismissal Order was issued.

Sivage v. SDOT, CSC no. 22-01-014- Director Scheele reported that this appeal was filed and is under review to determine subject matter and jurisdiction.

9. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **Budget:** Ms. Scheele reported CIV's budget to actual reports show an underspend. There is legal carry forward that was legislated the end of second quarter by council. It is in reserve in the event CIV needs it for legal counsel for appeals. Ms. Scheele submitted the departmental budget request for 2023-2024 Biennium report on June 1st. **PSCSC:** Ms. Scheele reported that PSCSC is very busy with exams administration. Ongoing work with the PSCSC includes an emergency firefighter register and work with the passing of a community service preference points rule for Police later in the year. **Disciplinary Appeals:** There is a slight ramp up of disciplinary appeals. Ms. Scheele anticipates there may be an increase of appeals due to the vaccine mandates.

10. CSC RETREAT- SCHEDULING AND TOPIC BRAINSTORM

The commission discussed meeting scheduling. The commission can hold hybrid meetings in person and virtually. Ms. Scheele notified the commission that the meeting schedule can be adjusted to work around Commissioner Werner's flex day. The Commission had a brainstorm session on retreat topics. Director Scheele proposed the retreat be held in Summer or early Fall. The commission has come up with three or four topics to hold a thoughtful discussion on what is of interest to the commissioners and their work together on the goals of the commission. The

retreats are open to the public. Chair Wideman-Williams stated the last retreat was useful and time well spent and stated the value of having a retreat. Chair Wideman-Williams stated that she wanted to make sure the newest commissioners have what they need to feel connected and prepared. Chair Wideman-Williams deferred to Commissioners Chen and Werner on what they would like to have at the retreat. Commissioner Chinn stated he'd like to review the Personnel Rules adopted changes that were proposed by the Workforce Equity group and how it relates to the commission's work.

The commissioners agreed holding the Retreat in person would be beneficial. Ms. Scheele will send out multiple dates to the commissioners to select a date to schedule.

11. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

There was no Executive Session.

12. OLD/NEW BUSINESS:

There was no Old/New Business.

13. ADJOURN:

All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 3:50 pm

Respectfully submitted on October 21, 2022, for the CSC:

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams, Chair



CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Evan Chinn
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

July 18, 2022
Civil Service Commission Monthly Meeting Minutes
Approved: October 21, 2022

1. **CALL TO ORDER:**

Commission Chair Mary Wideman-Williams called the meeting to order at 3:00 pm. The meeting was held via WebEx and in person in the Commission's Hearing Room 1679 at SMT.

2. **LAND ACKNOWLEDGEMENT:**

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

3. **INTRODUCTIONS**

Commission: Commission Chair Mary Wideman-Williams, Commissioner Evan Chinn, Commissioner Joshua Werner

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Legal Counsel,

Not in Attendance: Teresa Jacobs, Executive Assistant

Guests: Amarah Khan, Ph.D., Director, Office of the Ombud

4. **PUBLIC COMMENT:** There was no written or verbal public comment.

5. **GUEST SPEAKER/ Q & A (approx. 30 mins.)**, Amarah Khan, Ph.D., Director, Office of the Ombud:

Ms. Khan was present to provide background and information on the Office of the Employee Ombud. The OED was established by Ordinance in 2020. Ms. Khan was appointed to role upon the inception of OED. Ms. Khan stated her focus and principles for OED are inclusion, justice access and belonging for people, in addition OED adheres to the International Ombud Association Core Principle of Confidentiality. The OED has received about 730 cases from City of Seattle employees.

OED does not serve the public. Most of the cases brought to OED are related to Workplace Discrimination. Cases of denial of opportunity, disrespect, or harassment of based on personal identity markers such as race and age. Employees can submit an intake form anonymously.

6. **APPROVAL OF MEETING MINUTES** *(may be postponed if not available):*

May 16, 2022-CSC Monthly Meeting: The commission reviewed the May 16, 2022, meeting minutes. Chair Wideman-Williams noted the incorrect date notated in the minutes under review. Ms. Scheele stated the date will be corrected. Commissioner Chinn moved to accept the minutes as corrected. Commissioner Werner seconded the motion. The minutes were approved and will be signed by the chair.

7. **CASE STATUS REPORT AND APPEALS UPDATE**

Griffith v. SPU, CSC no. 22-01-013- Director Scheele provided an update on this matter, which was delegated to the Office of Hearing Examiner. The parties jointly requested withdrawal of the matter and the issue has been dismissed by OHE. The matter will not move forward with CSC and a Dismissal Order will be issued.

Sivage v. SDOT, CSC no. 22-01-014- Director Scheele reported that this appeal was filed and is under review to determine subject matter and jurisdiction.

8. **EXECUTIVE DIRECTOR REPORT**

Departmental Work and Budget Update: Director Scheele provided an update to the commission on ongoing departmental work and budget. **PSCSC:** Ms. Scheele reported work on the PSCSC side which includes heavy focus on recruitment of Police Officers and administrative rules updates on preference points for entry level Police Officers. **Conflict of Interest Rule:** Ms. Scheele stated she would be working with Ms. Chen to develop COI for both commissions. Ms. Scheele explained the rulemaking process to commissioners. **Retreat:** Ms. Scheele thanked the commissioners for returning dates of availability to hold the retreat on August 25. There will be a facilitator from SHR to assist with the retreat. **Budget:** CIV's budget to actual report was reviewed by the commission. **Year End Evaluation:** Ms. Scheele notified the commission that her year-end evaluation will be due, and she will be up for reappointment in 2023. Ms. Scheele will touch base with Chairs of each commission to work on the evaluation.

9. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** There was no Executive Session.

10. **OLD/NEW BUSINESS: Retreat:** Chair Wideman-Williams provided her thoughts on how she would like the retreat to move forward, through its facilitation, topics on the agenda, and roles and responsibilities. Ms. Scheele asked the commission if they would like Open Public Meetings training to take place at the retreat or another commission meeting. The commission agreed to defer to Ms. Chen and Ms. Scheele on putting it on either the regular meeting agenda or retreat agenda.

11. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 3:11 pm

Respectfully submitted on **October 21, 2022**, for the CSC:

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams, Chair



CIVIL SERVICE COMMISSIONS

Civil Service Commission
Commission Chair Mary Wideman-Williams
Commissioner Evan Chinn
Commissioner Joshua Werner

Staff

Andrea Scheele, Executive Director
Teresa R. Jacobs, Executive Assistant

August 15, 2022
Civil Service Commission Monthly Meeting Minutes
Approved: October 17, 2022

1. **CALL TO ORDER:**

Commission Chair Mary Wideman-Williams called the meeting to order at 3:00 pm. The meeting was held via WebEx and in person in the Commission's Hearing Room 1679 at SMT.

2. **LAND ACKNOWLEDGEMENT:**

Commission Chair Wideman-Williams opened the meeting with the Land Acknowledgment-*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish. We honor with gratitude the land, and the Duwamish people, past and present.*

3. **INTRODUCTIONS**

Commission: Commission Chair Mary Wideman-Williams, Commissioner Evan Chinn, Commissioner Joshua Werner

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Legal Counsel,

Not in Attendance: Teresa Jacobs, Executive Assistant

Guests: Amarah Khan, Ph.D., Director, Office of the Ombud

4. **PUBLIC COMMENT:** There was no written or verbal public comment.

5. **GUEST SPEAKER/ Q & A (approx. 30 mins.)**, Amarah Khan, Ph.D., Director, Office of the Ombud:

Ms. Khan was present to provide background and information on the Office of the Employee Ombud. The OED was established by Ordinance in 2020. Ms. Khan was appointed to role upon the inception of OED. Ms. Khan stated her focus and principles for OED are inclusion, justice access and belonging for people, in addition OED adheres to the International Ombud Association Core Principle of Confidentiality. The OED has received about 730 cases from City of Seattle employees.

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6. **APPROVAL OF MEETING MINUTES** *(may be postponed if not available):*

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9. **EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED):** There was no Executive Session.

10. **OLD/NEW BUSINESS: Retreat:** Chair Wideman-Williams provided her thoughts on how she would like the retreat to move forward, through its facilitation, topics on the agenda, and roles and responsibilities. Ms. Scheele asked the commission if they would like Open Public Meetings training to take place at the retreat or another commission meeting. The commission agreed to defer to Ms. Chen and Ms. Scheele on putting it on either the regular meeting agenda or retreat agenda.

11. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Wideman-Williams adjourned the meeting at approximately 3:11 pm

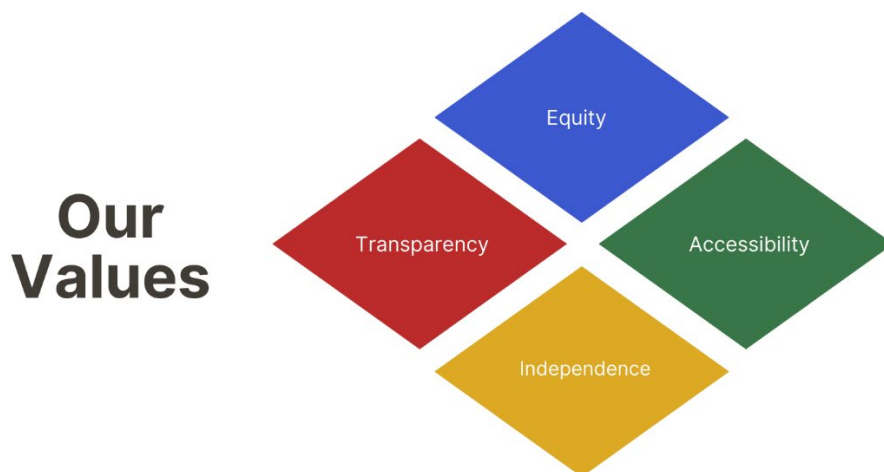
Respectfully submitted on **October 21, 2022**, for the CSC:

Teresa Jacobs, Executive Assistant

Approved

Mary Wideman-Williams, Chair

Civil Service Commission (CSC)



Land Acknowledgment

The CSC acknowledges that we are on Indigenous land, the traditional territories of the Coast Salish people.

CSC Commitment to Racial Equity

The Civil Service Commission and its staff embrace the City of Seattle's Race and Social Justice Initiative (RSJI) and equitable treatment of employees. The CSC is actively working to embed racial equity in its processes and to dismantle racist structures and practices over which it has control or influence.

CSC's Work

The CSC conducts hearings on employee appeals of personnel actions, including disciplinary demotions, suspensions, and terminations. CSC (or a Hearing Officer) acts as a neutral decision maker. CSC hearings are similar to court proceedings, but less formal. After listening to the evidence and arguments from the parties, the CSC deliberates and decides whether the alleged violation occurred. Parties may

represent themselves or have another person represent them. A representative does not have to be an attorney.

The CSC may modify or reverse a disciplinary decision if it determines that a department acted in violation of the [Personnel Rules](#) or city policies.

The CSC investigates allegations of undue political influence in hiring decisions.

The CSC reviews rules, policies, programs, and legislation related to the City's personnel system makes recommendations to the Mayor and the City Council.

The CSC meets regularly, and its meetings are open to the public. See the sidebar for more information about when and how to attend a CSC meeting.

CSC staff provides training to employee groups, department decision makers, HR units, and other audiences. Contact CSC [staff](#) to discuss training for your group.

Background and History

The Civil Service Commission was established in 1896 to oversee the Civil Service Department, which administered the City's personnel system, including the fire and police forces, laborers, inspectors, and clerical, electrical, and library workers.

In 1979, the City's personnel system was reorganized with the creation of a Personnel Department independent of the Commission. The Commission was reorganized with jurisdiction to hear employee appeals relating to demotions, terminations, suspensions, certain lay-offs, and violations of personnel rules. Three members, serving staggered three-year terms, comprise the Commission. One member is appointed by the mayor, one by the City Council, and one is elected by City employees in the classified service.

In 2012 the Civil Service Commission and the Public Safety Civil Service Commission (PSCSC) reorganized to become one department under Civil Service Commissions (CIV). Staff oversees the functions of both commissions, however, the rules and

functions of each commission remain separate. PSCSC orders and oversees entry-level and promotional civil service exams for SPD and SFD employees, and provides sworn police and uniformed fire employees with a quasi-judicial hearing process for appeals concerning serious disciplinary actions, examination, and testing. PSCSC rules, exam information, and forms can be found on the PSCSC website at: www.seattle.gov/public-safety-civil-service-commission.

Which employees are members of Seattle civil service system?

Most regular City employees are members of civil service and served by the Commission. Some classifications (positions) are exempt from Civil Service, including appointed positions, Assistant City Attorneys and positions in the Executive series. Specific exemptions are listed in SMC 4.13 [Exemptions from Civil Service](#). Temporary employees, interns, and job training positions are exempt from the civil service.

Detailed information on how to file an appeal with the CSC can be found in the [Civil Service Commission Rules of Practice and Procedure](#) and in the [Appeals Process](#) located on this website or you may contact staff with your questions.

The CSC does not give legal advice. The information on this site is for informational purposes only.

CIV Expenditures by Account and Month, as of 10/18/2022

Version 7.1

Account Grouping Level 1	Account Grouping Level Two	Adopted Budget	Revised Budget	January	February	March - Expenses	April - Expenses	May - Expenses	June - Expenses	July - Expenses	August - Expenses	September	October - Expenses	November	December	YTD Expenses	Encumbrance	Available Balance	Percent Used
				Expenses	Expenses							Expenses		Expenses	Expenses				
Expenditures	Labor	406,411	445,399	25,001	38,538	52,304	32,405	32,409	29,278	25,653	47,605	32,836	3,230	0	0	319,259	0	126,140	71.7 %
	Non-Labor	195,146	286,783	11,295	15,051	17,626	14,930	15,700	14,834	16,672	15,515	14,245	11,505	0	0	147,373	0	139,410	51.4 %
Grand Total		601,557	732,182	36,296	53,590	69,930	47,335	48,109	44,112	42,325	63,119	47,081	14,735	0	0	466,632	0	265,550	63.7 %

FILED/OPEN:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING OFFICER
22-01-015	Clemons	SDOT	8-24-2022	5.01B, Personnel Rules	Discharge Appellant Alleges Discrimination	CSC Appeal In Abeyance until completion of Investigation by SOCR	TBD Discrimination Referred to SOCR
22-01-014	Sivage	SDOT	4-2-2022 (extension granted until June 10, 2022)	5.01B, Personnel Rules (multiple), SMC 4.04.070	Discharge	1st PHC held on 9-22-22. Cmsn to address next steps at Oct. meeting	TBD

DISMISSED/CLOSED:

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	DISPOSITION
22-01-013	Griffith	SPU	3-28-2022	5.01B	Discharge	Settled / Dismissed
21-01-041	LaBelle	Parks	10-15-2021	5.01B	Discharge	1 st Prehearing held December 10, 2021 Respondent filed a Motion to Dismiss. ED sent an Order Granting Motion Dismiss-1-28-2022
22-05-001	Garza	SDOT	1-13-2022	P.R. 1.4, 1.5, 2.1, 2.2, 2.3, 3.2, 3.3, 3.5, 4.1, 4.3, 11; SMC 4.04.260(A) & PR 5.8.100 Abuse of Employee Evaluation Procedures, retaliation for concerted and protected employment activity	Performance Evaluation	Withdrawal requested. Dismissed



City of Seattle
CIVIL SERVICE COMMISSION

700 5th Avenue, Suite 1670

PO Box 94729

Seattle, WA 9124-4729

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. <u>CSC No. 22-01-015</u>	
Date Filed <u>August 24, 2022</u> TRJ	

Full Name of Appellant	Work Address
Nathanael D. Clemons	714 S Charles St
Residence Address	Work Telephone
[REDACTED]	NA
City State Zip	Employee ID
[REDACTED]	I do not recall
Home/Cell Phone:	Department
[REDACTED]	SDOT
Email:	Job Title
[REDACTED]	Sr. Safety & Health Specialist

1. WHAT ACTION IS BEING APPEALED? (CHECK ONE)	<input type="checkbox"/> Demotion (5.01A)
	<input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input checked="" type="checkbox"/> Discharge (5.01B)
	<input type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):

What Personnel rule, regulation, or provision, do you believe was violated? Seattle Municipal Code Title 4 and Title 14; Ordinance 107790; Personnel Rules Preamble and Rule 1.

<p>Reason for this appeal <u>The City discriminated against me, failed to demonstrate cause for termi</u> <u>did not provide a reasonable accommodation fo</u> <u>did not adhere to the rule making authority, and</u></p>	<p>Remedy Sought (What do you want?): <u>Back pay.</u> <u>Reinstatement.</u> <u>Apologies from all parties.</u></p>
<p>2. UNION: If you are a member of a union, what is the name of your union? No Local Number: _____</p>	<p><input type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.</p> <p>This matter <input type="checkbox"/> IS <input type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE: Did you receive notification of your right to a timely resolution of this grievance from your Department?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome?</p> <p><u>Grievance denied, separation sustained.</u></p>
<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	<p><u>Email notification sent to me 08.04.2022</u></p> <p>_____</p> <p>_____</p> <p>_____</p>

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.

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  _____	DATE 08.24.2022 _____
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.



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APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)
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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. <u>22-01-014</u>	
Date Filed <u>Extension Approvals - 6/10/2022</u>	

Full Name of Appellant	Work Address
Gabrielle Mary Onya Sivage	N/A at this time
Residence Address	Work Telephone
[REDACTED]	[REDACTED] at this time
City State Zip	Employee ID
[REDACTED]	Can't remember
Home/Cell Phone:	Department
[REDACTED]	Seattle Department of Transportation
Email:	Job Title
[REDACTED]	Grant Oversight Manager

1. <u>WHAT ACTION IS BEING APPEALED?</u> (CHECK ONE) Without my permission or consent SDHR lumped in a complaint for investigation against SDHR-HRIU with the grievance for my discharge. I did as they directed because the persistent abuse gives no reasonable alternative. The Commission was made aware.	<input type="checkbox"/> Demotion (5.01A)
	<input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input checked="" type="checkbox"/> Discharge (5.01B)
	<input checked="" type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):

What Personnel rule, regulation, or provision, do you believe was violated? Preamble 1, Preamble 2, 1.1 and it's stated
authorities, SCC Resolution 30291, 1.3, 1.4, 1.8. These references are for the June 2020 version of the personnel rules and authorities

<p>Reason for this appeal <u>Violations of administrative requirements that led to improper investigation and termination. Failure to follow requirements to investigate HRIU wrongdoing despite double jeopardy, bias, squashed materials</u></p>	<p>Remedy Sought (What do you want?): <u>Confidential settlement to resolve obvious and significant abuse in HRIU, SDOT & COS reps in unfair, inconsistent, unknown or unavailable information related to this treatment.</u></p>
<p>2. UNION:</p> <p>If you are a member of a union, what is the name of your union?</p> <p>_____</p> <p>Local Number: _____</p>	<p><input type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.</p> <p>This matter <input type="checkbox"/> IS <input type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE: Did you receive notification of your right to a timely resolution of this grievance from your Department?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome?</p> <p><u>I was denied at all levels for all disputes.</u></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	

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.

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	DATE
_____	<u>6/10/2022</u>
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/>

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