

THE COUNTY OF MILWAUKEE

WRITTEN CHARGES AGAINST CIVIL SERVICE EMPLOYEES

(To be sent to the Milwaukee County Personnel Review Board in Duplicate)

(ORIGINATING DEPARTMENT, COMMISSION, BOARD OR INSTITUTION)

(Org. Unit Number)

(Date of Issuance)

TO: MILWAUKEE COUNTY PERSONNEL REVIEW BOARD:

I hereby make the following written charges against _____
(NAME OF EMPLOYEE) (CERIDIAN NUMBER)

as cause for _____ discharge from the position of _____
(his/her) (OFFICIAL CIVIL SERVICE TITLE)

in the _____ and request that the
(DIVISION, DEPARTMENT, COMMISSION, BOARD OR INSTITUTION) (ORG. UNIT NUMBER)

same be set for hearing before the Milwaukee County Personnel Review Board, and the proper action be taken thereon in accordance with the provisions of Sec. 63.10, Stats., Chapter 33 of the County General Ordinances and the rules of the Personnel Review Board.

CHARGES

General: I charge that _____ has violated Paragraphs _____
(NAME OF EMPLOYEE)

and _____ of Section 4, Rule VII, of the Milwaukee County Civil Service Commission in that Specific: On or about the _____ day of _____, _____, (Describe the incident(s) on which the charge(s) is/are based):

In conjunction with the above charges, the employee **is placed on Administrative Duty with pay** until the Personnel Review Board conducts its hearing on the charges and makes its decision thereon.

Recommended by _____
(Name and Title of Superior Officer)

(SIGNATURE OF APPOINTING AUTHORITY)

FORM DISTRIBUTION:
WHITE & YELLOW COPY TO PERSONNEL REVIEW BOARD
GREEN COPY TO DEPARTMENT OF HUMAN RESOURCES
PINK COPY RETAINED BY APPOINTING AUTHORITY
NO BLUE COPY

(OFFICIAL TITLE)

MUST BE IN THE PRB OFFICE WITHIN 3 DAYS OF ISSUANCE