



02.03.07 Discharge of Classified Employee



Why This Procedure Is Important

This AMOP provides leaders with the procedure for bringing Charges for Discharge against an employee in the classified service who has violated Civil Service Rules or departmental work rules, acted in such a manner as to be shown to be incompetent to perform the duties of their assigned position, or to have otherwise merited discharge.



To Whom Does This Procedure Apply?

This procedure applies to all Milwaukee County employees in the classified service which are not specifically excluded by Wisconsin Statute 60.03.



Here Is What the Procedure Says:

- When an employee in the classified service has acted in such a manner that merits discharge, Written Charges for Discharge may be considered.
- Leaders should collaborate with their HR Business Partner, who will confer with Corporation Counsel prior to filing Written Charges for Discharge to ensure there is sufficient evidence to support the charges.



- The HR Business Partner will prepare the Written Charges against Civil Service Employees and will refer to Milwaukee County Ordinance Appendix A – Civil Service Rules for the Milwaukee County Government, Rule VII, Section 4 – Causes for discharge, suspension or demotion and/or reevaluation, and Rule II, Section 5 – Disqualification.



- The Leader will review and sign the Written Charges for Discharge recommending the discharge of the employee in the classified service.
- The HR Business Partner will submit the finalized [Written Charges against Civil Service Employees](#) to the PRB/CSC.



- An employee may be suspended from duty with pay pending the investigation of the behavior or performance by the department.
- Typically, an employee against whom Written Charges for Discharge have been filed will be suspended from duty without pay pending a hearing before the PRB/CSC.



- The PRB/CSC will serve the employee with a copy of the Written Charges for Discharge and a date to appear at a hearing before the PRB/CSC to offer a defense.
- At the hearing, the PRB/CSC will determine whether the Written Charges for Discharge should be upheld.



Quiz Questions?

After reviewing the Procedure, you will be asked the following questions to complete the training:



1. True or False?

A Leader or Manager can decide to discharge an employee without conferring with their HR Business Partner.



2. At what point in the discharge process is an employee suspended without pay?
 - A. When the Leader signs the Written Charges for Discharge.
 - B. When the Leader meets with the employee to advise that Written Charges for Discharge are being filed.
 - C. Immediately.
 - D. None of the above.



3. Who prepares the Written Charges for Discharge and submits them to the PRB/CSC?

- A. The HR Business Partner
- B. The Employee's Manager
- C. Corp Counsel
- D. Both A & B