

APPEALS OF DISCIPLINARY ACTION

SUMMARY

An employee with permanent status may appeal a dismissal, demotion, reduction in grade or suspension to a hearing examiner. This procedure explains how to appeal a disciplinary action.

PROCEDURE

1. The employee must appeal, in writing, to the Human Resources [GMG(1)] Department Director within fourteen (14) days of receiving the disciplinary action.
2. A hearing examiner is appointed by the County to conduct an appeal hearing and sends written findings of facts and recommendations to the Mayor.
3. The Mayor upon review of the advisory findings of the hearing examiner, may sustain, reverse or modify the dismissal, demotion, reduction in grade or suspension.
4. The Mayor sends his final decision to the employee by certified mail.

Important Note

In accordance with the provisions of applicable collective bargaining agreements, the Union will have the option to appeal certain disciplinary actions through the grievance/arbitration procedures, in which case the decisions of the arbitrator are final and binding.

CONTACT(S):

Department/Division

Human Resources [Department] [GMG(2)] Labor Management and Compensation Division
(For Appeals through grievance/arbitration process)

REFERENCE DOCUMENT(S):

Code of Miami-Dade County, Section 2-47
Administrative Order 7-3, Disciplinary Action
Applicable Collective Bargaining Agreements