

HR-16
**NOTICE OF REVERSAL OR MODIFICATION OF DISCIPLINARY
ACTION OF ELECTED OFFICIAL OR DEPARTMENT HEAD**

TO: County Judge
Commissioner, Precinct #1
Commissioner, Precinct #2
Commissioner, Precinct #3
Commissioner, Precinct #4

FROM: Civil Service Director

DATE: _____

SUBJECT: REVERSAL/MODIFICATION OF DECISION BY CIVIL SERVICE COMMISSION

_____ vs. _____
Employee Elected Official/Department Head

On _____ (date) the Montgomery County Civil Service Commission considered the above grievance relative to a suspension, demotion, or discharge. The Commission reversed/modified the action of the elected official/department head and requests the following:

The employee is to return to work on _____ in his/her former position.

The employee is demoted to the position of _____.

The period of time between the suspension/discharge and the employee's return to work should be treated as follows:

Worked time in all respects: The suspension/discharge date shall be removed from the employee's file, and he/she will be paid for all hours he/she normally would have worked and receive all benefits he/she normally would have received. Employer is responsible for any employee benefit contributions it normally would have made. Employee will be responsible for any contributions he/she would normally have made.

Paid suspension: The discharge date shall become the date of suspension; all pay and benefits are to be restored (including the accrual of benefit hours), however the time will be reflected as a disciplinary suspension. Employer is responsible for any employee benefit contributions it normally would have made. Employee will be responsible for any contributions he/she would normally have made.

Unpaid suspension: The discharge date shall become the date of suspension; pay and accrued benefits will not be restored, however the absence will not be considered a break in service relative to eligibility for employee or future retiree medical benefits. Employer is responsible for any employee benefit contributions it normally would have made. Employee will be responsible for any contributions he/she would normally have made.

Employee may/may not use eligible accrued balances in order to receive back pay.