

Reduced to 7 days

8-29-16



Susan Pamerleau
Sheriff
Bexar County, Texas

APPROVED
DATE

[Signature]
7/21/16

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Deputy Eric Garza #1816, 3rd Detail Main Jail
DATE: July 21st, 2016

You are hereby notified that the Bexar County Sheriff's Office (BCSO) proposes to suspend you without pay for a total of ten (10) days from the position of Detention Officer for violation of the following subsection(s) of Chapter IX of Paragraph 9.02 of the rules for the Bexar County Sheriff's Civil Service Commission:

- B. Poor Attendance- Excessive absence and/or tardiness
- F. Misuse of Leave Privileges

In addition to the following violation of the BCSO Detention Manual of Policy and Procedure, paragraph:

300.11 Absence Reporting

The specific reasons for this action: A review of your attendance in the last thirty (30) days has revealed that you have called in sick on the following dates:

	Date	Day		Sick Balance
1)	July 5 th , 2016	Tuesday	absence in conjunction with an approved day off	8.00 hours
2)	July 9 th , 2016	Saturday	absence in conjunction with your relief days	0.00 hours
3)	July 10 th , 2016	Sunday	absence on your mandatory overtime day	0.00 hours
4)	July 13 th , 2016	Wednesday	absence in conjunction with your relief days	0.00 hours
5)	July 16 th , 2016	Saturday	absence in conjunction with relief days	4.00 hours
6)	July 17 th , 2016	Sunday	absence on your mandatory overtime day	0.00 hours
7)	July 20 th , 2016	Wednesday	absence in conjunction with your relief days	0.00 hours

A review of your section folder at the main jail shows that you did not submit a physician's certificate to excuse any of these absences. In addition, as indicated above, according to the CHRIS time keeping system, you only had sufficient sick leave available for your absences on July 5th. You had 4 hours of sick leave for your absence on July 16th and for your other five absences you had no sick leave available at all. In addition five of your absences were in conjunction with your relief days or an approved day off and the other two were on your mandatory overtime day. You have been issued a letter of reprimand, an agreed letter of reprimand and an order of suspension in the past; however, your attendance has not improved.

As a member of the BCSO regular attendance is essential. Any time an officer does not report for his scheduled tour another officer must stay in his place. The BCSO recognizes that employees get ill which is the reason that we are granted and accumulate sick leave. But when an officer fails to report for work and has no available sick leave they are invoking a leave

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privilege to which they are not entitled since they have already used all accumulated sick leave. If you have a chronic medical condition that prevents you from working you should avail yourself of your right under FMLA.

Documentation: Letter of Reprimand issued on February 14th, 2016
Agreed Letter of Reprimand issued on April 24th, 2016
Order of Suspension issued on June 22nd, 2016

You are further advised that you may grieve this Notice of Proposed Suspension in writing to the undersigned. Your written response, if submitted, must be received and time stamped in the Shift Commander's Office no later than the fifth (5th) business day following receipt of this document. Send copies of your grievance to: 1) the Bexar County Sheriff's Civil Service Commission, 211 S. Flores, San Antonio, Texas, 78204: 2) and to the Bexar County Sheriff's Personnel Office. Any further information regarding your Civil Service rights may be obtained from the Director of the Civil Service Commission, at (210) 335-0728.

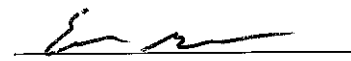

Captain Brian Barabasz #1500
3rd Detail Shift Commander

The Foregoing Document was served upon Deputy Eric Garza #1816 on Aug 8, 2016 at 0930 hours by:

Capr. Brian E. Barabasz
Printed Name/Badge of Server


Signature of Server

I acknowledge receipt of this Document.


Signature of Employee

Original: 1) Personnel File
Copy: 2) Employee 3) Section File 4) Employee Disciplinary/Grievance Technician

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