

Reduced to 15 days 7-17-15



Susan Pamerleau
Sheriff
Bexar County, Texas

APPROVED
DATE 7-17-15

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Deputy Crystal Gomez #1588, Third Detail, Detention, Annex
DATE: June 14th, 2015

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of **Twenty (20) days** from the position of Detention Officer for violation of the following subsection 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 Bexar County Sheriff's Office Detention Manual of Policy and Procedure, paragraph(s):

4.06 Attendance

The specific reason(s) for this action: In the months of April & May you have called in stating that you were sick and unable to come to work a total of 7 times. The specific dates are April 1st & 2nd and May 1st, 4th, 21st, 22nd and 29th. A review of your sick leave balance on the CHRIS time keeping system showed that you had a zero sick leave balance on April 2nd as well as May 4th, 22nd and 29th and were thus carried as sick w/o pay on those dates. In addition you only had a sick leave balance of 4 hours when you called in on April 1st, May 1st and May 21st. You thus only had enough sick leave to cover half the day on those days and had your pay debited for the other half.

You have been advised verbally and in writing that you are not authorized to call in sick when you do not have sick leave available. In addition you have been advised that if you had an ongoing medical condition that prevented you from working you needed to avail yourself of your rights under FMLA. Your written notifications consisted of a Letter of Counseling issued on December 9th, 2014 as well as two Letters of Reprimand issued on January 14th 2015 & February 4th, 2015 respectively as well as a five (5) days Suspension initiated on February 27th, 2015 and a ten (10) days Suspension initiated on April 21st, 2015. Despite all these efforts your attendance has not improved.

As a member of the Bexar County Sheriff's Office regular attendance is essential. Any time an officer does not report for his scheduled tour of duty another officer must stay in his place. The Bexar County Sheriff's Office 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 privilege to which they are not entitled since they have already used all accumulated sick leave.

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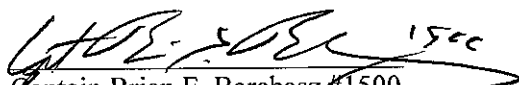
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Deputy Crystal Gomez #1588

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Documentation: LOC issued on December 9th, 2014
1st LOR issued on January 14th, 2015
2nd LOR issued on February 4th, 2015
Suspension (5) days issued on February 27th, 2015
Suspension (10) days issued on April 21st, 2015

The corrective action required: In the future, you need to improve your attendance and make an effort to report for duty when you are scheduled to work. Be advised that calling in sick should not be a method utilized to get days off as it causes strenuous working conditions for your fellow co-workers. You must comply with the Bexar County Sheriff's Office Detention Policy and Procedure, 300.11 Absence Reporting. Be advised that repetition of the action (or lack of action) which resulted in this Notice of Proposed Suspension may result in future progressive disciplinary action, **which may include dismissal from the Sheriff's Office.**

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.

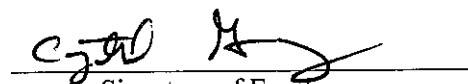

Captain Brian E. Barabasz #1500
3rd Detail Shift Commander – Annex

The Foregoing Document was served upon Deputy Crystal Gomez #1588 6-19, 2015 at 0240 hours by:

LT. EDWARD B. MCCREA #1181
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