

Reduced to 3 days 6-26-15



Susan Pamerleau
Sheriff
Bexar County, Texas

NOTICE OF PROPOSED SUSPENSION

TO: Deputy L. Pedraza, Badge #4164, Judicial and Court Services Div.

DATE: April 20, 2015

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you from the position of Law Enforcement Deputy for 10 days.

You have violated the Bexar County Sheriff's Civil Service Rules, said rules having been adopted on March 14, 1985 and thereafter from time to time amended by the Bexar County Sheriff's Civil Service Commission. The particular Civil Service Rules violated by you as follows:

Chapter IX, Section 9.02

B. Poor Attendance - Excessive absence and/or tardiness

In addition, you have violated the following Bexar County Sheriff's Policies and Procedures:

4.06 Attendance

Regular attendance at work is extremely important and is given consideration when an employee is considered for promotion. Each employee is expected to be at work each day unless the employee is ill or otherwise unavoidably prevented from reporting for work. If an employee must be absent for other than pre-planned vacation, compensatory time, or such other absence, it is necessary that the employee personally call in to the supervisor of the employee at least one hour before the employee is scheduled to report for work.



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The factual basis for the disciplinary action are as follows:

A review of your attendance for approximately the past 90 days has revealed that you have a severe pattern of sick leave / personal leave abuse. This review was conducted April 15th 2015 after you after you called in personal leave for the 2nd time this week after just getting released to full duty (form 74).

The previous week you called in 4 times using 3 sick and 1 PL, prompting me to have you require a (form 74) to come back to work. You have a history of abusing sick leave going all the way back to detention and have continued to abuse sick leave / personal leave during your entire Law Enforcement career as well.

My review of your attendance shows you have called in in conjunction with relief days and holidays approximately 13 times. **Since the beginning of the year you have called in 34 times using sick leave and personal leave [no value without sick leave].** When you do not report for duty, it causes strenuous working conditions for your fellow co-workers not only attempting to cover your position they also have to work without the needed assistance necessary to move prisoners to and from court.

I have not only counseled you verbally and in writing, I have reprimanded you twice and proposed suspension as well.

You do not have any time in your sick leave account as per the Quota and Leave Balance Report, you do however have a 65.88 Personal Leave balance that does not have any value without a sick leave balance and 0.01 of Vacation and 0.01 of Comp Time.

Be advised, in the future you will improve your attendance and make a concerted effort to report for duty when you are scheduled to report for work. You are further advised that calling in sick should not be used as a method to get days off. You must comply with the Bexar County Sheriff's Office Policy and Procedure 4.06- Attendance. Further persistence in this behavior, which has resulted in this proposed 10 day suspension, may result in more severe disciplinary action, which may include termination from the Sheriff's Office.

This behavior not only shows a complete disregard for our Policies and Procedures / Civil Service Rules and Regulations, it shows a continuous pattern of poor job performance.




Susan Pamerleau
Sheriff
Bexar County, Texas

Persons with knowledge of these incidents:


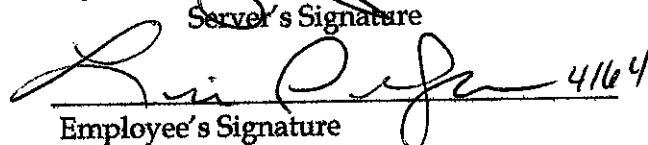
Deputy Lisa Pedraza, Judicial and Court Services Division
Sgt. Mike P. Carrillo, Judicial and Court Services Division

You are advised that you may respond to this Notice of Proposed Suspension to the undersigned, in person or in writing, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped by Sheriff's Administration no later than the fifth (5th) business day following receipt of this document. If you have any questions on your rights under the Bexar County Sheriff's Civil Service Commission, you may contact the Civil Service Commission directly at (210) 335-0728.


Sgt. Mike P. Carrillo, Judicial and Court Services

cc: 1) Original -Personnel file 2) Employee 3) administrative file

The foregoing Notice of Proposed Suspension was served upon Lisa Pedraza on 20 day of April, 2015.

By: 
Server's Signature

Employee's Signature