

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: May 13, 2014

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you from the position of Law Enforcement Deputy for 3 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:**

On December 6th, 2013 (Friday) you were served with a Letter of Reprimand for abusing sick leave. You were calling in sick in conjunction with holidays and failing to provide a doctor's note. A review of your employee file indicated a severe pattern of abuse, it showed not only do you call in in conjunction with relief days but holidays and approved time off as well.

After you were served with a Letter of Reprimand that was placed in your 201 file, your attendance improved for a little while by not calling in sick. What you then started doing was calling in Personal Leave which began to increase in volume and then turn into sick leave abuse again. Before the sick leave abuse started again, you were calling in Personal Leave prior to your RD's, once in March, twice in April and once again this month in May.

You then called in sick May 6<sup>th</sup> (tue) and May 7<sup>th</sup> (wed) you came to work on the 8<sup>th</sup> (thur), I sent you an email asking you for your Doctor's note. You did not respond and the next day you called in Personal Leave in conjunction with your relief days. When you came back to work May 12<sup>th</sup> (mon), I asked you again over the phone for your Doctor's note, after I could not locate one for you, your response was I did not go to the Doctor. You do not have any time in your sick leave account as per the Quota and Leave Balance Report, you do however have a 77.88 Personal Leave balance that does not have any value without a sick leave balance and 4.0 of Vacation.

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 (5<sup>th</sup>) 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.

<sup>210</sup>  
Sgt. M. Carrillo  
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 13<sup>th</sup> day of May, 2014.

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By: Sgt. M. Carrillo  
Server's Signature  
Lisa Pedraza  
Employee's Signature