

February 25, 2002

Paul R. Philip, Chief of Staff

**SUBJECT: SUSPENSION OF EMPLOYEE - 30 CALENDAR DAYS
AMALIA E. CASTILLO - SCHOOL BUS DRIVER
SOUTHWEST TRANSPORTATION CENTER**

On February 25, 2002, the Superintendent of Schools sent the following letter to Ms. Amalia E. Castillo:

I am exercising my responsibility as Superintendent of Schools and recommending to The School Board of Miami-Dade County, Florida, at its scheduled meeting of March 13, 2002, that the School Board suspend you without pay from your current position as School Bus Driver at Southwest Transportation Center, for 30 calendar days, effective at the close of the workday, March 13, 2002, for just cause, including, but not limited to: non-performance and deficient performance of job responsibilities; violation of School Board Rules 6Gx13-3E-1.10, Transportation-Specific Procedures, specifically, School Bus Drivers Responsibilities; and 6Gx13-4A-1.21, Responsibilities and Duties. This action is taken in accordance with Sections 230.03(2), 230.23(5)(f), 447.209, Florida Statutes, and Articles II, Section 3, and XI of the **Contract between the Miami-Dade County Public Schools and the American Federation of State, County, and Municipal Employees.**

If you wish to contest your suspension, you must request in writing within 20 calendar days of notice of the Board action, a hearing or grievance/arbitration process as stipulated in the Contract, Articles VII and XI.

RECOMMENDED: That effective March 13, 2002, at the close of the workday, the School Board suspend Ms. Amalia E. Castillo, School Bus Driver at Southwest Transportation Center, for 30 calendar days without pay, pending the outcome of a hearing or grievance/arbitration process, if requested.