

Office of Superintendent of Schools
Board Meeting of September 8, 2004

August 27, 2004

Office of Human Resources
Howard S. Tames, Chief Personnel Officer

**SUBJECT: SUSPENSION OF EMPLOYEE
MICHELLE A. HOLT – SCHOOL BUS AIDE
CENTRAL EAST TRANSPORTATION CENTER**

On August 27, 2004, the Superintendent of Schools sent the following letter to Ms. Michelle A. Holt:

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 September 8, 2004, that the School Board suspend you without pay from your current position as Bus Aide at Central East Transportation Center, for 30 calendar days, effective at the close of the workday, September 8, 2004, for just cause, including, but not limited to: non-performance and deficient performance of job responsibilities; and violation of School Board Rules 6Gx13- 3E-1.10, Transportation-Specific Procedures, and 6Gx13- 4A-1.21, Responsibilities and Duties. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f) and 447.209, Florida Statutes; and Articles II 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 September 8, 2004, at the close of the workday, the School Board suspend Ms. Michelle A. Holt, Bus Aide, at Central East Transportation Center, for 30 calendar days without pay, pending the outcome of a hearing or grievance/arbitration process, if requested.

HST:vmb

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