

Office of Superintendent of Schools
Board Meeting of January 19, 2005

January 5, 2005

Office of Human Resources
Paul M. Cholak, Chief Personnel Officer

**SUBJECT: DISMISSAL OF EMPLOYEE
KEVIN JINKS – REFRIGERATION MECHANIC
FACILITIES OPERATIONS-SOUTH CENTRAL SATELLITE**

On January 5, 2005, the Superintendent of Schools sent the following letter to Mr. Kevin Jinks:

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 January 19, 2005, that the School Board suspend you and initiate dismissal proceedings against you from your current position as Refrigeration Mechanic, at Facilities Operations-South Central Satellite, effective at the close of the workday, January 19, 2005, for just cause, including, but not limited to: non-performance and deficient performance of job responsibilities; willful neglect of duty; excessive unauthorized absences and tardiness; gross insubordination; and violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4E-1.01, Absences and Leaves. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.40, 1012.67, and 447.209, Florida Statutes.

If you wish to contest your suspension and dismissal, you must request a hearing in writing within 20 calendar days of the receipt of notice of the Board action, in which case, formal charges will be filed and a hearing will be held before an administrative law judge.

RECOMMENDED: That effective January 19, 2005, at the close of the workday, the School Board suspend and initiate dismissal proceedings against Mr. Kevin Jinks, Refrigeration Mechanic, at Facilities Operations-South Central Satellite, pending the outcome of a hearing, if requested.

PMC:mtr

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