

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY OF EMPLOYEE  
FOR 15 CALENDAR DAYS PENDING APPEAL  
ROBERT E. MITCHELL- CUSTODIAN  
RICHMOND HEIGHTS MIDDLE SCHOOL**

**LINK TO DISTRICT  
STRATEGIC PLAN: IMPROVE EFFECTIVENESS OF INSTRUCTION AND  
EFFICIENCY OF OPERATIONS**

On May 27, 2008, the following letter was sent to Mr. Robert E. Mitchell:

This is to notify you that the Superintendent of Schools will be recommending to The School Board of Miami-Dade County, Florida, at its scheduled meeting of June 18, 2008, that the School Board suspend you without pay from your current position as Custodian at Richmond Heights Middle School, for 15 calendar days, effective at the close of the workday, June 18, 2008, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4A-1.213, Code of Ethics. 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 (AFSCME)**.

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 proceeding. The grievance/arbitration proceeding is regulated by Articles VII and XI of the AFSCME Contract. Your selection of one appeal method waives the right to select the other appeal method in the future. If you select arbitration, you must also notify AFSCME of your selection and obtain AFSCME's written concurrence.

If the School Board accepts (or approves) the Superintendent's recommendation, you will be notified of the School Board's action.

**RECOMMENDED:** That effective June 18, 2008, at the close of the workday, the School Board suspend Mr. Robert E. Mitchell, Custodian at Richmond Heights Middle School, for 15 calendar days without pay, pending the outcome of a hearing or grievance/arbitration process, if requested.

MTR