

Office of Professional Standards
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY AND INITIATE
DISMISSAL PROCEEDINGS OF EMPLOYEE PENDING APPEAL
MARTHA TREJO – FOOD SERVICE WORKER
FELIX VARELA SENIOR HIGH SCHOOL**

**LINK TO DISTRICT
FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP**

On August 25, 2010, the following letter was sent to Ms. Martha Trejo:

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 September 7, 2010, that the School Board suspend you without pay and initiate dismissal proceedings against you from your current position as Food Service Worker at Felix Varela Senior High School, effective at the close of the workday, September 7, 2010, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties; 6Gx13- 4A-1.213 Code of Ethics; and 6Gx13- 4A-1.022, Employment Standards and Fingerprinting of All Employees. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.40, 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 and dismissal, 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 September 7, 2010, at the close of the workday, the School Board suspend without pay and initiate dismissal proceedings against Ms. Martha Trejo, Food Service Worker at Felix Varela Senior High School, pending the outcome of a hearing, if requested.

MTR