



August 9<sup>th</sup>, 2008

Mario Doe  
123 Main Street  
Anytown, USA 99999-8888

Dear Mr. Doe:

On or about July 29, 2008, you submitted an invoice for payment on behalf of DOE COMPANY NAME (a limited liability company for which you appear as the manager/president) for \$1,000 for [product or service] completed before June 1, 2008.

Our research of this matter revealed that you initially volunteered to [provide product or service] with four associated costs. Specific details of the research conducted and events associated with the suspension. your City of Miami documents the ANY cost.

NAME in the amount of \$1,000 for the [product or service]. You have since voluntarily retracted the request for reimbursement.

Your actions constitute several violations of state, county and city statutes and rules as follows:

For the above incident(s) you are in violation of the following sections of the **Florida Statutes**:

1. Section 112.313(3) - *Doing Business with One's Agency*
2. Section 112.313(7)(a) - *Conflicting Employment or Contractual Relationship* –

For the above incident(s) you are in violation of the **Miami-Dade County Conflict of Interest and Code of Ethics Ordinance** (applicable to City of Miami employees– Section 2-11.1), specifically:

1. Section 2-11.1(k)(1) and (2) - *Prohibition on Outside Employment*
2. Section 2-11.1(n) – *Actions Prohibited when Financial Interests Involved*

For the above incident(s) you are in violation of the following provisions of the **City of Miami Code of Ordinances**:

1. Chapter 2/Article V – *Conflict of Interest*
2. Chapter 18 – *Procurement Ordinance* – Violation of the entire Procurement Ordinance, including but not limited to Section 18-108 *Ethics* – “Any attempt by City employees to realize personal gain by conduct inconsistent with proper discharge of their duties is a breach of public trust...”

For the above incident(s) you are in violation of the following provisions of the **City of Miami Administrative Policy**:

APM 1-90 – *Outside Employment Request*

For the above incident(s) you are in violation of the following provisions of the **City of Miami Civil Services Rules and Regulations**:

- (1) Rule 14.2(e) "Has violated any lawful and reasonable official regulation or order; or failed to obey any lawful or reasonable direction made and given by his/her superior, where such violation or failure to obey amounts to...  
(2) a serious breach of proper discipline..."
- (2) Rule 14.2(h) "Has been guilty of actions which amount to insubordination or disgraceful conduct, whether committed on duty or off..."

A review of your personnel file reveals past occurrences of failure to follow orders and procedures. Be informed that any subsequent violations of state, county and city regulations may result in further disciplinary action up to and including termination.

Therefore, please be advised that you are hereby suspended from your position as a POSITION TITLE in the Department of NAME for a period of five working days effective \_\_\_\_\_ through \_\_\_\_\_. If you consider this action to be unreasonable you may appeal in writing to the Civil Service Board, Miami Riverside Center, 444 S.W. 2 Avenue, Suite 724, Miami, Florida 33130 for a hearing within fifteen (15) days of this suspension, or you may elect to initiate a grievance as outlined in Article 14 of the current AFSCME, Local # collective-bargaining-agreement.

Sincerely,

Lynn Doe, Chief of Staff  
Office of the City Manager

RECEIPT OF THE ABOVE AND FOREGOING LETTER OF SUSPENSION IS HEREBY  
ACKNOWLEDGED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Witness' Signature

C: Director, Department of Employee Relations  
President, AFSCME, Local #  
Executive Secretary, Civil Service Board