


## EXECUTIVE SUMMARY

To: Alan Johnson, Executive Director  
From: Mark E. Bannon, Investigator   
Re: C12-002 – Jeri Muoio, Mayor; David Hanks, Director of Public Utilities; Anthony Carrabis, Human Resources; and Pat Cooney, Human Resources, City of West Palm Beach

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- **Background and Inquiry**

This matter came to the attention of the Commission on Ethics (COE) staff through a sworn complaint filed on February 28, 2012 by Leonard Corrigan, a former employee of the City of West Palm Beach (the City), who had been assigned to the Public Utilities Department as a Maintenance Mechanic. Complainant named four (4) individuals within City Administration as Respondents in this Complaint. They are, WPB Mayor Jeri Muoio, Director of Public Utilities David Hanks, and Human Resource personnel Anthony Carrabis and Pat Cooney.

The Complaint alleges that on April 12, 2011, Leonard Corrigan was improperly terminated from employment with the City of West Palm Beach. Mr. Corrigan submitted various documents indicating that he and several other employees had been accused of sending an anonymous letter of complaint about a supervisor to City administration. They were then apparently terminated for untruthfulness concerning this letter. However, even if true, this action by City administration would not be a violation of the Code of Ethics. Further, all actions leading up to and including Mr. Corrigan's termination from City employment occurred prior to June 1, 2011, the date at which the City of West Palm Beach fell within the jurisdiction of the Commission on Ethics.

- **Conclusion**

Because all events concerning the allegations by Complaint occurred prior to June 1, 2011, the date at which the City of West Palm Beach fell within COE jurisdiction, this Complaint lacks legal sufficiency to conduct an investigation.

PALM BEACH COUNTY COMMISSION ON ETHICS

## MEMORANDUM OF INQUIRY

To: Alan S. Johnson, Executive Director  
From: Mark E. Bannon, Investigator  
Re: C12-002 – Jeri Muoio, Mayor; David Hanks, Director of Public Utilities; Anthony Carrabis, Human Resources; and Pat Cooney, Human Resources, City of West Palm Beach

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- **Background**

This matter came to the attention of the Commission on Ethics (COE) staff through a sworn complaint filed on February 28, 2012 by Leonard Corrigan, a former employee of the City of West Palm Beach (the City), who had been assigned to the Public Utilities Department as a Maintenance Mechanic. Complainant named four (4) individuals within City Administration as Respondents in this Complaint. They are, WPB Mayor Jeri Muoio, Director of Public Utilities David Hanks, and Human Resource personnel Anthony Carribas and Pat Cooney. Attached to the sworn complaint form submitted were the following documents:

1. A letter dated March 29, 2011, from attorney Isidro M. Garcia to “Mayor Lois Frankel and Mayor-elect Jeri Muoio” advising of attorney Garcia’s representation of Complaint Leonard Corrigan and three (3) other employees (Eddie McGee, Robert Burd and James Giles), regarding their pending termination from City employment. (2 pages)
2. A signed and notarized Commission on Ethics complaint form, received from Leonard Corrigan of Wellington, Florida, dated February 24, 2012.
3. A typewritten, unsigned and undated document labeled, “Facts...” listing the Complaint’s description of why he and three other workers were fired from employment with the City. (4 pages)
4. A Memorandum dated May 3, 2010, from Carol Stewart, Employee Relations Specialist with the City’s Human Resources Department, regarding the resolution of an internal complaint filed by Leonard Corrigan against Mr. Ramsey Ramsaran, Maintenance Leader. (1 page)
5. An unsworn type written “statement” dated March 30, 2010, signed by James Giles, describing an incident occurring this same date concerning Leonard Corrigan and Ramsey Ramsaran. (1 page)
6. An unsworn, undated hand written “statement,” written by Cesar M. Ceballo, Utility Worker (unsigned), describing an incident occurring March 30, 2010, concerning Leonard Corrigan and Ramsey Ramsaran. (1 page)
7. An unsworn type written “statement” dated March 30, 2010, signed by Leonard Corrigan, describing an incident occurring this same date concerning Leonard Corrigan and Ramsey Ramsaran. (1 page)
8. A “Request for Leave” form dated March 9, 2010, signed and submitted by “Lenny C,” and requesting leave for one (1) day, March 13, 2010. (1 page)
9. WPB Utility Department “Daily Time Reports” for March 29, 2010 (2 pages) and April 2, 2010 (1 page) for Leonard Corrigan.
10. A copy of the WPB Utilities Department organizational chart, Customer Service – Field. (1 page)

Also received and attached to the file is an email dated February 27, 2012, from Leonard Corrigan to the Commission on Ethics (COE), advising his complaint form was being mailed to COE staff. The original complaint form and above listed documents had been sent via email, and Complainant was advised COE staff

would need an original signature on the complaint form in order for the matter to be assigned to an investigator to review. This signed form was received by COE staff a few days later.

- Inquiry and legal analysis

The following portions of the PBC Commission on Ethics ordinance are relevant to this Inquiry:

**Sec. 2-254. Creation and jurisdiction.**

The Palm Beach County Commission on Ethics (hereinafter "commission on ethics") is hereby established. The jurisdiction of the commission on ethics shall extend to *any person required to comply with the countywide code of ethics*, the county lobbyist registration ordinance, and the county post-employment ordinance, and may further extend to persons or entities required to comply with additional ordinances and regulations duly adopted by other county, local, or municipal government and any commission, bureau, district, or other governmental entity located in Palm Beach County as more fully set forth below. (Emphasis added)

Officials and employees of the City of West Palm Beach came under the jurisdiction of the Commission on Ethics and the Code of Ethics on June 1, 2011.

Based on the documents received, there is no specific allegation that would, if true, violate the PBC Code of Ethics. The allegations made by the Complainant involve the process used by the City to terminate the employment of the Complainant and three (3) other employees of the Public Utilities Department. The Complainant and the others have retained an attorney to resolve what they believe to be an unlawful termination issue.

Further, the allegations listed in the Complaint were based on events occurring in February and March of 2010, prior to the City falling within the jurisdiction of the COE. I made contact with Complainant, and was advised that the penultimate event, his termination from employment with the City, occurred on April 12, 2011, again prior to the June 1, 2011 date of jurisdiction.

- Conclusion

Based on the information presented in this Inquiry, there is NO LEGAL SUFFICIENCY to open a preliminary investigation into this matter, since all events described within the Complaint occurred prior to the City of West Palm Beach falling within the jurisdiction of the PBC Commission on Ethics on June 1, 2011.

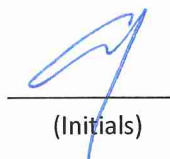
Submitted by:



Mark E. Bannon, Investigator  
PB County Commission on Ethics

  
Date

Reviewed by:

  
(Initials)  
Date

PALM BEACH COUNTY COMMISSION ON ETHICS

MEMORANDUM OF NO LEGAL SUFFICIENCY

To: Palm Beach County Commission on Ethics  
From: Alan S. Johnson, Executive Director  
Date: March 14, 2012  
Re: C12-002 – Jeri Muoio, Mayor; David Hanks, Director of Public Utilities; Anthony Carrabis, Human Resources; and Pat Cooney, Human Resources, City of West Palm Beach

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- **Recommendation**

Regarding this Complaint against Respondents City of West Palm Beach Mayor Jeri Muoio, Director of Public Utilities David Hanks, and Human Resource personnel Anthony Carribas and Pat Cooney, the Staff recommends a finding of **NO LEGAL SUFFICIENCY** to be entered in complaint number, C12-002.

*Legal sufficiency exists where there is an allegation of a violation of an ordinance within the jurisdiction of the Ethics Commission, purportedly committed by an individual within the authority of the Ethics Commission, based substantially on the personal knowledge of the Complainant, relating to an alleged violation occurring after the effective date of the code, and filed with the Ethics Commission within two years of the alleged violation.*

- **Background**

This matter came to the attention of the Commission on Ethics staff via a sworn complaint signed on February 24, 2012. The Respondent listed under this Complaint was Leonard Corrigan, former employee of the City of West Palm Beach Utilities Department. The basis of the allegations appeared to be that he was unlawfully terminated from employment by the City of West Palm Beach (the City), however Complainant makes no specifically allegation that would be a possible violation of the Code of Ethics in his sworn Complaint. Further, most of the actions taken by the City occurred in March and April of 2010, although his termination became effective on April 12, 2011. The City did not fall within the jurisdiction of the PBC Commission on Ethics (COE), or of the PBC Code of Ethics until June 1, 2012.

- **Analysis**

Complainant makes no allegation of any specific event or act taken by the named City officials/employees that if true, would be a violation of the Code of Ethics. Further, since all events pertinent to this Complaint occurred prior to June 1, 2011, this matter lacks legal sufficiency to proceed.

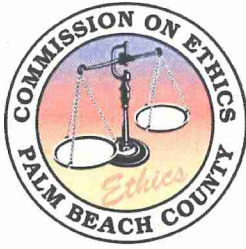
- **Conclusion**

Based on the reasons listed, there is **NO LEGAL SUFFICIENCY** for an investigation of this Complaint to be undertaken.

BY: 

Alan S. Johnson, Executive Director  
Florida bar #223352  
Commission on Ethics

Date 03/15/2012



# PALM BEACH COUNTY COMMISSION ON ETHICS

2633 Vista Parkway, West Palm Beach, Florida 33411

Hotline: 877-766-5920 or 561-233-0724

## COMPLAINT FORM

### 1. Complainant (Person bringing Complaint) *Add pages, if necessary.*

Name: Leonard Corrigan

Address: 1239 belmore terrace

City: Wellington Florida Zip: 33414

Home #: 56133367879 Work #: \_\_\_\_\_ Cell #: 5616027124

### 2. Respondent (Person against whom complaint is made) *Add pages, if necessary.*

Name: City Of West Palm Beach

Address: 401 clematis sterrt

City: west palm beach Zip: 33401

Home #: 5618222222 Work #: 5618222240 Cell #: \_\_\_\_\_

Title/Office Held or Sought: Jeri Muoio, Pat Cooney, David Hanks, Anthony Carribas

### 3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY

- Allegation is against person in County Government
- Allegation is about County: Whistleblower Retaliation

### 4. STATEMENT OF FACTS BASED ON YOUR PERSONAL KNOWLEDGE

In a separate attachment, please describe in detail the facts and actions that are the basis of your complaint, including the dates when the actions occurred. Also attach any relevant documents as well as names and contact information of persons who may be witnesses to the actions. If known, indicate the section of the ordinance you believe is being violated. For further instructions, see page 2 of this form.

### 5. OATH

I, the person bringing this complaint, do depose on oath or affirmation and say that the facts set forth in the foregoing complaint and attachments are true and correct, to the best of my knowledge and belief.

[Signature]  
Signature of Person Making Complaint

STATE OF FLORIDA

COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me this 24th day of February, 2012, by

Leonard Corrigan  
(Name of Person Making Statement)

who is personally known to me  or produced identification \_\_\_\_\_. Type of identification produced:

Rebecca A. Black

(Signature of Notary Public, State of Florida)



MY COMMISSION # DD 972566

EXPIRES: April 25, 2014

Bonded Thru Budget Notary Services

(Print, Type, or Stamp Commissioned Name of Notary Public)

**GARCIA LAW FIRM, P.A.**

**Isidro M. Garcia**

**VIA HAND DELIVERY**

March 29, 2011  
Mayor Lois Frankel  
Mayor-elect Jeri Muoio  
401 Clematis Street  
West Palm Beach, FL 33401

**Re: Leonard Corrigan; Eddie McGee; Robert Burd; James Giles**

Dear Mayor Frankel and Mayor-elect Muoio:

I represent the above four (4) employees who are anticipating being terminated on March 31, 2011 as a result of a discrimination complaint they made in writing to the City on March 8, 2011. In direct retaliation for this complaint, the four were interrogated concerning their role in preparing/delivering the complaint, and proposed for termination by letter dated March 25, 2011.

The purpose of my letter is to ask that you immediately stop this retaliatory termination so that the City, as it has in the past when officials make vindictive unlawful decisions, does not expose itself and its taxpayers to monetary liability.

The salient facts are these: three (3) of my clients all were employed in the Public Utilities Department in the position of maintenance mechanics; Mr. McGee, Utilities Maintenance Leader, was a working foreman for them. All had raised complaints in the past about their supervisor, Ramsay Ramsaran. On March 8, 2011 a meeting was convened by the Union, SEIU and management, at the Meter Shop located at 1009 Banyan Boulevard to discuss my client's complaints. My clients voiced complaints against Mr. Ramsaran and his supervisor, Public Utilities Director David Hanks. The complaints included issues of favoritism, poor management and communication skills, disparity in treatment and abusive conduct towards them. The meeting ended at about 11:00 a.m. Mr. Corrigan, with the assistance of his wife, had prepared a letter to be delivered to the City and its officials on March 8, 2011; all of my clients agreed with the contents of this letter, and the letter was delivered by Mr. Burd the afternoon of March 8, 2011 to the City Hall. The letter stated that Mr. Ramsaran had used a racial epithet "whats (sic) up my nigga?" And listed several employees who had knowledge of this, including Mr. McGee. The letter dated March 8, 2011 is attached as **Exhibit 1**. Clearly, this complaint is "protected activity" under Title VII of the federal Civil Rights Act of 1964 and 1991, 42 U.S.C. §2000e *et seq.*, and the Florida Civil Rights Act of 1992, §760.01, *et seq.*, Fla. Stat. Both of these laws prohibit retaliation for making complaints of discrimination.

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[www.garcialaborlaw.com](http://www.garcialaborlaw.com)

[e-mail:isidrogarcia@bellsouth.net](mailto:isidrogarcia@bellsouth.net)

224 Datura Street, Suite 900, West Palm Beach, Florida 33401

Telephone (561) 832-7732 • Telecopier (561) 832-7137

Within a matter of days, on March 10, 2011, my clients received a Notice of Investigation regarding EEO Policy 4-2. In other words, *my clients were accused of violating EEO laws because they were suspected of making a complaint about Mr. Ramsaran's use of racially offensive language in the work place.* I've only seen analogous reversals in the fiction of Franz Kafka: the parties suspected of making a complaint of discrimination were themselves accused of violating EEO Policy, a truly bizarre and twisted turnabout of events. A copy of an example of the notice is attached as **Exhibit 2.**

My clients then were interrogated by City official, Mr. Anthony Carrabas, who told them that they didn't need to have Union representation, a clear violation of the Collective Bargaining Agreement with the SEIU. After the statements they gave, my clients were proposed for termination by Mr. Hanks, who was furious about the complaint against Mr. Ramsaran, whom, we believe, has been removed from his position, based on my client's complaints.

If the City proceeds with the termination, my clients have a substantial likelihood of success on a retaliation claim under Title VII and the FCRA, in addition to whatever remedies they have through their Collective Bargaining representative and the agreement with the City. Based on these circumstances, we request that the two of you stop the termination meetings Mr. Hanks has scheduled for March 31, 2011 so that the City can carefully review whether or not it wishes to terminate employees for making complaints of race discrimination. My clients have been accused of taking a long lunch and of meeting for about 15 minutes during the work day on March 9, 2011, based on alleged GPS records that the City has suggested it has. Neither of these are terminable offenses, and the meetings that my clients had with their working foreman were related to the City's business, including discussion of assignments and distribution and selection of parts for work scheduled that afternoon. Moreover, City employees in this position are required to monitor the City in their vehicles for hazards when waiting for their next assignment.

I look forward to hearing from you or your representatives that termination meetings currently set for March 31, 2011 will be postponed until the City has an opportunity to review the unlawful action proposed by Mr. Hanks and Mr. Samolewicz, and proceed in a legal manner instead.

Very truly yours,

ISIDRO M. GARCIA  
Enclosures

## Facts...

After Wayne Schooley and Jeff Stewart, Managers of the Meter Shop had left, Mr. Hanks told us that he had an "Open Door Policy" and left Ramsey temporarily in charge. Ramsey had already a record of bad attitude towards employees when he worked in Operations and Maintenance Department years ago.

## City knew about the hostile environment...

## We did make the complaints about the hostile environments at work... prior to suspension/termination....

Ramsey, with his "Dictatorship Leadership" then started to cause problems in the Meter Shop, that's when several of the Meter Shop Employees, went to see Mr. Hanks to let him know about the situation that has developed in the Meter Shop with Ramsey in charge.

Bob Burd went to see Mr. Hanks about the way Ramsey was supervising at the Meter Shop. After talking with Mr. Hanks, for approx. 5-7 minutes, Mr. Hanks stood up and asked me "To Leave His Office." By this action Mr. Hanks showed that he did not want to hear what was going on.

Then Lenny Corrigan filed charges of Hostile Work Environment against Ramsey, with the H.R. Department. Employees from the Meter Shop were then interviewed about this by Carol Stewart from H.R. Department. After this meeting, there was nothing done. Things were just "Swept under the Rug". Lenny Corrigan was never notified of the results of this case.

Management violated City policies

Went we tried to talk to the new Supervisor, David Tinoco, he had the attitude that he did not want to talk about it. He said to us "Do what you have to do". So we went to file charges about the situation with the Union.

Management never cared about our feelings and hardship at work.

## **We were working in an unhealthy atmosphere.**

**As I mentioned before, there was a hostile situation at work and that the city was made aware of it. Mr. Hanks, H.R. Department, The Union, and the Meter Shop Management all new this was going on.**

**The City, which in this case is the defendant... was aware of the wrong things happening at the meter shop.**

As we complained again to whitely and Tinoco, Managers at the Meter Shop, about the same circumstances, there was a Staff Meeting at the Meter Shop, where representatives from the H.R. Department, and the S.E.I.U. Union was invited to attend.

The same day of that meeting an anonymous letter was delivered to City Hall to let City Officials know that Ramsey had made a "Racial Remark about Black People".

As soon as H.R knew about that letter, Anthony Carrabas from H. R. went to the Meter Shop to investigate who was the person or persons involved in the writing and delivering of this letter accusing one of the City Supervisors. Instead of investigating if it was true that, that supervisor, Ramsey, made the racial remark.

**\*\*\* He made us sign a letter stating if we knew about this letter with we all said no.\*\*\***

## **The anonymous letter is a disclosure protected by law...**

As McGee, Corrigan, Giles and Burd were the ones who complained about Ramsey at that last meeting with the Union, the newer employees were afraid of talking about the problems, for the years we had worked for the City, we were confident that complaining about wrong things were not going to get us in trouble, the City got then, the "conclusion" that we (the four of us) had something to do with sending the anonymous letter.

They began to GPS just the work trucks that the four of us were using the last two days we worked at the meter shop, in order to find "some reason" to get rid about us, "for sending that letter". They did not GPS any of the other employees' trucks, not even Ramsey's.

## **Retaliation and City acting in bad Faith...**

**And 16 hours after the investigation of the anonymous letter, we were suspended/fired with all kind of false accusations including accusations of us falsifying documents because we signed the letters confirming that we did not know about the anonymous letter.**

**That means that we were... set up... in bad faith to be suspended/fired from the City of West Palm Beach.**

**The investigation of the anonymous letter, the suspension/fired was made to retaliate against us.**

**\*\*\*One of the City policies is that if an employee does something that is not terminable offence, the person is given a progressive discipline, it could be by being wrote up, counseled or given probation.  
We did not get any of that. \*\*\***

**We did absolutely nothing wrong, to be suspended/fired.**

## **What happened with progressive discipline?**

At this same time, Ramsey was on two year probation for insubordination.

**We are suing the City for wrongful termination, discrimination, hostile environment at work and for whistleblower.**

**For being suspended/fired from the City we were embarrassed, the City damaged our reputation, accused us with false charges, we suffer the loss of salary that we need to support our families, the City has caused us great pain and emotional distress.**

**OUR LIVES WILL NEVER BE THE SAME.**

**We all had many years working for the City.**

**\*\*\* I have been a 8 year employee with pretty good record and after the anonymous letter I was treated like a criminal. \*\*\***

**In conclusion...**

**The City knew about the hostile environment.**

**The letter accusing Ramsey was anonymous accused of which is a "Protected Act"**

**The City retaliated with me/us for that letter.**

**The City fired me/us acting in bad faith.**

**They got even with us for being "The Trouble Makers" and use us as an example of what happens to people who complains about City Management.**

**There is no doubt that City employees know that the suspension/firing of these 4 employees were in retaliation.**

**They could be subpoenaed. Not the supervisor because they were the ones who also retaliated against us.**

**Workers at the meter shop still have the same problems that we had, which it means we were not the problem.**

**As soon as we began complaining about the wrong things at the Meter Shop,  
Management began planning to move us to other Departments in retaliation too.**

This is a copy I never received this letter. J2

# MEMO



Human Resources Department  
Employee Relations Division  
401 Clematis Street, 3<sup>rd</sup> Fl  
West Palm Beach, FL 33402  
(561) 494-1000

To: File  
Date: May 3, 2010  
RE: Leonard Corrigan – Complaint Dated March 30, 2010

This memorandum serves to notify that the Human Resources Department has satisfactorily resolved through mediation Mr. Corrigan's internal complaint received on March 31, 2010. On April 27, 2010, the Employee Relations Division facilitated a mediation meeting with Mr. Corrigan and Mr. Ramsey Ramsaran, Maintenance Leader, as an alternate resolution to the issues that Mr. Corrigan reported in his complaint against Mr. Ramsaran. Mr. Corrigan acknowledged that he was satisfied that he had the opportunity to meet with Mr. Ramsaran to discuss the issues.

In addition, management has looked into the issues that Mr. Corrigan reported and has taken the necessary steps in resolving those issues as identified. In response to Mr. Corrigan's report dated March 31, 2010, by way of this memorandum, the issues identified are considered resolved and is hereby administratively closed.

Carol Stewart, Employee Relations Specialist

5/3/10

Date

**"An Equal Opportunity Employer"**

March 30, 2010

To whom it may concern:

While in the office Tuesday morning, March 30, 2010 waiting on work orders to be assigned for the day. Ramsey asked Lenny "What did you do yesterday, Monday March 29, 2010". Lenny replied "I was with the guys". After Lenny replied Ramsey made another comment "You must have slept in the truck all day". Lenny ask Ramsey to stop making those comments but Ramsey continues to provoke Lenny. Ramsey made another comment "if you where sick you should have went home". Lenny replied "that is it am going to human resources" and Ramsey replied "have a nice trip".

Witness

A handwritten signature in black ink, appearing to read "James Giles", written over a diagonal line.

James Giles

Here is the event AS I SAW AND HEARD ON Tuesday March 30 2010.

Ramsey asked Lenny what did you do yesterday?

Lenny replied I worked with the guys. (Stacey, Eddie)

Ramsey asked what you don't remember what you did? Where you sleeping in the back of the truck? Or Sick or something?

At That point Lenny became upset and told Ramsey to stop talking to him like this he felt disrespected. Lenny then said stop now or I'm going to leave.

Ramsey replied then leave.

At this point Lenny got up and left the office and waited for Stacey with the work orders for the day.

Cesar M. Ceballo  
Utility Worker

To: Who Ever It May Concern

From: Leonard Corrigan

Subject: Discussion this morning with Ramsey Ramseran

Date: March 30, 2010

At 7:01 A.M., Ramsey Ramseran was talking to James Giles about work orders and was very disrespectful to Mr. Giles during the whole conversation.

Then Mr. Ramseran directed is attention to me and said "Lenny, what did you do all day yesterday?" (March 29, 2010). Mr. Giles and Ceasar Ceballo was also present when I was having this conversation with Mr. Ramseran.

I replied; "I was with the guys (Eddie McGee and Stacey Mickens). Ramsey then made the comment "we're you sleeping in the truck all day?" I replied, jokingly, "maybe yes, maybe no."

Mr. Ramseran then said to me "if you are sick, you need to go home!" His attitude toward me was very angry and then Mr. Ramseran said to me "we don't need you here."

I then said to Mr. Ramseran "stop!, you don't need to talk to me that way." Mr. Ramseran continued to talk to me in a very negative tone of voice.

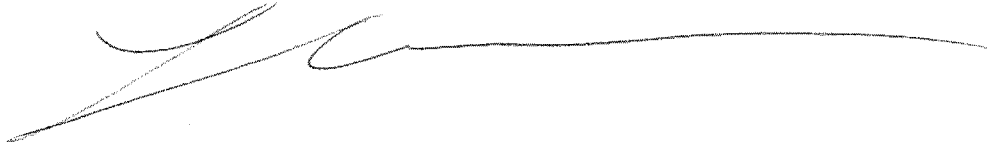
I continued to speak calmly as I had started speaking during this conversation, stating again to Mr. Ramseran "you do not need to speak to me like that." I then said "I am going to 'HR.'" Mr. Ramseran said "go ahead and have a nice day."

In my opinion, this is creating a 'hostile working environment' for myself and my co-workers. I see every day that we, the 'men of the Meter Shop' are put down verbally and distressed mentally by Mr. Ramseran.

I cannot tolerate that constant abuse any more! This is not the first time this has happened to me by Mr. Ramseran. Mr. Ramseran makes snide remarks to all of us every day. I try to ignore them but after a while they just 'wear you down.'

I cannot tolerate this abuse anymore.

Leonard Corrigan

A handwritten signature in black ink, appearing to read "Leonard Corrigan", with a long horizontal flourish extending to the right.

# REQUEST FOR LEAVE

Date: 3/9/10

Employee #: 011-File

Name: Lenny C.

Job Desc. M.M

Total Time Off Requested: 1 hr

Hrs. 1 Holidays 0

First Day of Leave 3/13/10

Last Date Off 3/13/10

**TYPE OF LEAVE REQUESTED (CHECK ONE)** Time Off Without Pay \_\_\_\_\_ With Pay

Vacation  Sick Leave \_\_\_\_\_ Compensatory \_\_\_\_\_ Military \_\_\_\_\_ Other \_\_\_\_\_

Remarks: E.A.P.

\_\_\_\_\_  
\_\_\_\_\_

Signed: [Signature]

**NOTE:** Time off requires accrued time unless otherwise approved in advance.

Approved: \_\_\_\_\_

**LEAVE PAPERS DONE** \_\_\_\_\_  
UD013 (Rev. 7/08)

UD037

WEST PALM BEACH UTILITIES DEPARTMENT

DAILY TIME REPORT

Leonard Corrigan

REPORTING

DATE

4/2/2010

20

WORKING AT LOCATION	NATURE OF WORK	MAN HOURS	CHARGE ACC'T	OVER-TIME	CHARGE ACC'T
Monday April 5 2010.					
Appointment at HR @ 8:15 AM					
Monday April 5 2010.					
Appointment at <del>Company</del> E.A.P. 3:00					





# CUSTOMER SERVICE - FIELD ORGANIZATIONAL CHART

