



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

The agenda is subject to change to address immediate Commission concerns.

DATE: Thursday, June 18, 2026

TIME: 2:00 p.m.

LOCATION: In Person and Microsoft Teams (Webinar – view only)

In-Person Location:

SMT 1679 – 700 Fifth Avenue

Civil Service Department Hearing Room

In-Person Attendance Instructions:

Call **(206) 233-7118** or **(206) 586-1991** from the 4th floor lobby to be escorted to the 16th floor.

Important Notes:

- The Microsoft Teams webinar is **view-only**.
- Public comment will NOT be accepted through the webinar platform.
- Public comment may be provided **in person** or **in writing** only.
- For public comment instructions, visit the CSC website:

[Civil Service Commission - Meeting Agenda and Minutes | seattle.gov](https://www.seattle.gov/civil-service-commission/meeting-agenda-and-minutes)

Webinar Public Login:

<https://teams.microsoft.com/meet/21393177720258?p=ummGhlDJlPljF5btuB>

Commissioners, Staff, and Invited Guests:

Please join using the Teams presenter invitation. Do not join through the public login link.

Notify staff if you would like to log in early for an audio/video technical check.

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Civil Service Commission
Monthly Meeting Agenda
June 18, 2026 @ 2:00 p.m.

SMT 1679 Civil Service Department Hearing Room and Microsoft Teams Webinar View Only

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC 2.05)
2.	COMMISSIONER INTRODUCTIONS	
3.	ADOPTION OF AGENDA	
4.	PUBLIC COMMENT In person/writing	
5.	APPROVAL OF MINUTES	May 14, 2026, CSC Monthly Meeting
6.	UPDATES/DISCUSSION	<p>A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES</p> <ul style="list-style-type: none"> 1. Budget Update 2. Department Update 3. CSC Rule Revisions <p>B. CASE STATUS REPORT/APPEAL UPDATES</p> <p>Franklin v. SPR-CSC No. 26-07-001A</p> <p>Lacambra v. SCL-CSC No. 26-06-015P</p> <p>Russell v. SPU-CSC No. 26-01-019A</p> <p>Hecht v. Parks-CSC No. 26-07-021A</p>
7.	ACTION ITEMS	
8.	EXECUTIVE SESSION	May be cancelled if not needed
9.	OLD/NEW BUSINESS	
10.	ADJOURNMENT	Next Meeting Date: Thursday, July 9, 2026

**Civil Service Commission
Monthly Meeting Minutes
May 14, 2026 @ 2:00 p.m.**

Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (CSC Rule 2.05) Commission Chair Denise Wells called the meeting to order at 2:01 p.m.
2.	COMMISSIONER INTRODUCTIONS STAFF, COUNSEL AND GUESTS	The Commissioners were present and introduced themselves. Commission Chair Denise Wells and Commissioners Ray Ceaser and Steve Zwerin. Andrea Scheele, Executive Director; Commission Staff. Commission Counsel: Joe Levan, Assistant City Attorney. Not Present: Anne Vold, Assistant City Attorney
3.	ADOPTION OF AGENDA	
4.	PUBLIC COMMENT	There was no written comment, and no members of the public requested to give public comment.
5.	APPROVAL OF MINUTES	April 23, 2026-CSC Monthly Meeting Commissioners reviewed the minutes of April 23, 2026, CSC Monthly Meeting. Commissioner Zwerin moved to accept the minutes as written. Commissioner Ceaser seconded the motion. The minutes were approved as read.
6.	UPDATES/DISCUSSION	A. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 1. Budget Update 2. Department Update B. CASE STATUS REPORT/APEAL UPDATES 3. Franklin v. SPR-CSC No. 26-08-001A 4. Lacambra v. SCL-CSC No. 26-04-009A
7.	OPMA Training	Presenter: Joe Levan, Assistant City Attorney

8.	ACTION ITEMS	There were no action items
9.	EXECUTIVE SESSION	The commission did not go into Executive Session.
10.	OLD/NEW BUSINESS	Proposed Rules Updates Presenter: Sarah Butler, Operations and Policy Advisor
11.	ADJOURNMENT	The meeting ended at 3:36 p.m.

Minutes submitted June 18, 2026, by: Teresa Jacobs

Minutes Approved Amended
June 18, 2026, by: PSCSC

Signed by CSC Commission Chair, Denise Wells

Monthly meetings are recorded; after January 1, 2024, they may be found at:
<https://www.youtube.com/channel/UCLjvUwCTxoAH-cC4Vt1fMTA>

Previous recordings may be requested via the public records portal at
<https://www.seattle.gov/public-records>

Budget Summary

Business Unit ID

VC0

Year

2026

06/02/2026

Last Pay Period End Date

Tuesday, June 9, 2026 12:00 PM Pacific Daylight Time (PDT)

Last Refreshed Date

\$3,038,328.00	\$24,225.00	\$0.00	\$0.00	\$3,062,553.00	\$66,487.00	\$1,353,665.40	\$1,420,152.40	\$1,708,887.60
Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Committments	Remaining Legal Bu...

1,708,887.60	1,642,400.60	44.20%	55.80%
Available Balance Before Encumbrances	Available Balance After Encumbrances	Percent Spent Before Encumbrances	Percent Available Before Encumbrances

BSL ID And Name	Adopted Budget	Carryforward	Budget Revisions	Budget Transfers	Revised Budget	Encumbrances	Total Expenses	Total Committments	Remaining Legal Budget
Revenue - Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BO-VC-V1CIV - Civil Service Commissions	\$3,038,328.00	\$24,225.00	\$0.00	\$0.00	\$3,062,553.00	\$66,487.00	\$1,353,665.40	\$1,420,152.40	\$1,708,887.60
Total	\$3,038,328.00	\$24,225.00	\$0.00	\$0.00	\$3,062,553.00	\$66,487.00	\$1,353,665.40	\$1,420,152.40	\$1,708,887.60

FILED/OPEN

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
26-07-021A	Hecht	Parks	5-21-2026	Classification/Multiple Violations	Under Review	Appeal filed	Executive Director
26-01-019A	Russell	SPU	5-17-2026	Personnel Rule 1.1, 1.3	Suspension	Appeal filed	TBD
26-06-015P	Lacambra	SCL	4-23-2026	SMC 4.04.070; CSC Rule 4.02	Political Patronage	Under Investigation	CSC
26-07-001A	Franklin	Parks	1-5-2026	City of Seattle Personnel Rules Violations: PR 1.1 and PR 1.3	Whether Administrative Reassignment was justified.	Appeal was delegated to the Office of the Hearing Examiner (SMC 4.04.250.K.7; CSC Rule 5.08, 5.08.2)	OHE

CLOSED

CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	RULE/CODE	ISSUE	STATUS	PRESIDING
26-04-009A	Lacambra (Non-employee)	Light	3-27-2026		Alleges irregularities in exam process	Appeal was dismissed for lack of jurisdiction. Appellant lacked standing to file an appeal.	



May 29, 2026

Craig Russell, Appellant
craig.russell@seattle.gov

Andrew Lee, General Manager and CEO, Seattle Public Utilities
andrew.lee@seattle.gov

Re: *Russell v. Seattle Public Utilities*, CSC No. 26-01-019A – Appeal Acknowledgement and CSC Rule 5.03 Review

Dear Craig Russell and General Manager/CEO Andrew Lee:

On May 17, 2026, the Civil Service Commission (“CSC”) received an emailed appeal from Seattle Public Utilities (“SPU”) employee Craig Russell. Mr. Russell alleges Personnel Rule 1.1 - Workplace Harassment and Personnel Rule 1.3 - Progressive Discipline were violated when SPU issued a three-day suspension. Mr. Russell also alleges that SPU in 2024 violated Seattle Municipal Code 14.20 - Wage and Tip Compensation Requirements.

Pursuant to [CSC Rules of Practice and Procedure \(“Rules”\) 5.03](#), I reviewed the appeal and associated materials and determined the following:

- 1) Mr. Russell is a regular employee in a civil-service covered position,
- 2) The Employee Grievance Procedure required by Personnel Rule 1.4 was exhausted/completed,
- 3) The appeal was timely, and
- 4) A disciplinary suspension is within the jurisdiction of the CSC.

The alleged wage theft violation is not appealable to the CSC; therefore, it is dismissed. SMC 14.20 (Wage Theft Ordinance) is enforced by the Office of Labor Standards; individuals seeking recourse under this law may contact that agency.

The CSC has received and reviewed all documents provided but is only forwarding to other parties those documents related to exhaustion of the grievance process, jurisdiction, and timeliness as listed at the bottom of this letter.

At its own discretion, the CSC may delegate matters to the Seattle Office of Hearing Examiner for hearing. When this occurs, the CSC retains jurisdiction and conducts a final review of the record and decision. The CSC may affirm, modify, or remand a decision of a Presiding Officer. See [CSC Rule V](#), for more on process.

The Commission will receive a status update on this appeal at a future meeting (see the CSC meeting schedule at the [CSC website](#)). Attendance at the meeting is welcome but not required and can be viewed online. We will contact the parties separately to schedule a pre-hearing conference and inquire about whether the parties have attempted to resolve the matter.

We encourage parties to contact the Office of the Employee Ombud Ombud@seattle.gov for mediation services or engage in another form of conflict resolution. Please contact us for more information about alternative dispute resolution.

Parties may contact our office directly with questions or concerns. When parties contact our office, they are directed to also copy (cc) the other party to avoid ex parte communication¹.

Sincerely,

Andrea Schoele

Executive Director

Encl: Notice of Appeal Form, with attached explanation

Step 3 Grievance Submission

Step 3 Grievance Memo

Step 3 Grievance Response Letter

Cc: Adrienne Thompson, Human Resources Division Director, Seattle Public Utilities

Robbi Lira, Labor Relations Coordinator, Seattle Public Utilities

Kimberly Loving, Director, Seattle Department of Human Resources

Josie Watanabe, Interim Policy and Legislation Advisor, Seattle Department of Human Resources

¹ Ex parte Communication- A communication with the Presiding Officer, Commissioners, or Executive Director and Civil Service Commission staff about the merits of an appeal outside of the hearing, or at a time when all parties are not present. Ex parte communication may include verbal communications, emails, and other written notes or correspondence. Parties are directed to cc each other on all correspondence with the Commission. Ex parte communication does not include questions to staff about hearing or appeal procedures or scheduling.



City of Seattle

Russell Appeal
CSC No. 26-01-019A

CIVIL SERVICE COMMISSION

700 5th Avenue, Suite 1670

PO Box 94729

Seattle, WA 9124-4729

Office: 206-233-7118

Fax: 206-684-0755

**APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)
INSTRUCTIONS**

Disciplinary appeals to the Commission must be filed within twenty (20) calendar days of delivery of the Step Three grievance response. See Personnel Rule 1.4-Employee Grievance Procedure.

INSTRUCTIONS:

Complete all the pages, sign and attach any documents or correspondence that you have received from the Department related to your appeal. Send by postal or hand deliver to the Executive Director, Civil Service Department 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-472 or email to civilservice@seattle.gov

Upon receipt of your appeal, the Executive Director will review the appeal. If the appeal is deemed to be timely and within the Commission's jurisdiction, it will be reviewed at the Commission's next regularly scheduled meeting. You and the employing department will be notified of the time and date of the meeting. If your appeal is accepted, staff will follow up with both parties to schedule the first prehearing conference. If you intend to be represented by an attorney, please have the attorney submit a Notice of Appearance. **If you are appealing a disciplinary decision, you are required to complete the Employee Grievance Process before your appeal will be accepted by the Civil Service Commission. See Personnel Rule 1.4 for more information about this exhaustion requirement.** For more information about appeal rights and deadlines, please review the Civil Service Rules of Practice and Procedure Rules of Practice and Procedure

Use additional page(s) if necessary.

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

Appeal No. <u>26-01-019A</u>	
Date Filed <u>May 17, 2026</u>	

Full Name of Appellant CRAIG JAY RUSSELL	Work Address 2700 AIRPORT WAY S
Residence Address [REDACTED]	Work Telephone 206 386 1818
City [REDACTED] State [REDACTED] Zip [REDACTED]	Employee ID [REDACTED]
Home/Cell Phone: [REDACTED]	Department SEATTLE PUBLIC UTILITIES
Email: craig.russell@seattle.gov/[REDACTED]	Job Title WATER SYSTEM OPERATOR

1. WHAT ACTION IS BEING APPEALED? (CHECK ONE)	<input type="checkbox"/> Demotion (5.01A)
	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Probation <input type="checkbox"/> Discharge (5.01B)
	<input type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C):

What Personnel rule, regulation, or provision, do you believe was violated? 1.1.8 B & 1.3.2 A (2) & SMC 14.20 WAGE THEFT.

<p>Reason for this appeal _____</p> <p>On MS Word. file name: civilserviceappeal5 15 2026</p> <p>_____</p> <p>_____</p>	<p>Remedy Sought (What do you want?):</p> <p>On MS Word. file name: civilserviceappeal5 15 2026</p> <p>_____</p> <p>_____</p>
<p>2. UNION:</p> <p>If you are a member of a union, what is the name of your union?</p> <p>PROTEC17</p> <p>_____</p> <p>Local Number: <small>INDEPENDANT LABOR ORGANIZATION</small> _____</p>	<p><input type="checkbox"/> I HAVE <input checked="" type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.</p> <p>This matter <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. EMPLOYEE GRIEVANCE PROCEDURE:</p> <p>Did you receive notification of your right to a timely resolution of this grievance from your Department?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (SMC 4.04.070)</p> <p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome?</p> <p>Denied.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Please include with your appeal form the Step 3 Grievance decision of your employing department and Investigatory Report from SDHR, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

4. ATTORNEY/AUTHORIZED REPRESENTATIVE:

An attorney or a representative is NOT required for the appeal process.

Do you have an attorney or another person representing you for this appeal? YES NO

If yes, please have your attorney submit a NOTICE OF APPEARANCE to the Commission Office and the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: N/A Firm: N/A

Address: N/A Email: N/A

5. APPELLANT:

If you do not have an attorney or a representative, please enter the address where documents related to this appeal should be sent:

Mailing Address: [REDACTED]

Personal Email: [REDACTED]

Home/Cell Phone: [REDACTED]

SIGNATURE OF APPELLANT <u>Craig Russell</u>	DATE <u>5-15-2026</u>
SIGNATURE OF ATTORNEY OR REPRESENTATIVE: (IF FILLING OUT THIS FORM): <u>N/A</u>	DATE <u>N/A</u>

Reason for this appeal:

5-15-2026

Deputy Director of Water Line of Business Alex Chen and CEO Andrew Lee, both called me “threatening”, when their very own HRIU investigation found it not supported. Calling me “threatening” when I never have been, is defamation. Robbi Lira sent this POST LOUDERMILL NOTICE calling me “threatening” out to seven other people, and my personnel file. And it is severely damaging to my good name, reputation, 32 year long career, and employment. They used this inaccuracy to drum up the allegations against me from this diminutive case to a 1.3.3 (A) Major Disciplinary Offense. “Threatening” or the act of threatening is a major disciplinary offense and is not supported by their very own HRIU investigation, according to 1.1.8 B the information going into my personnel file is supposed to be supported prohibited behavior. Calling me “threatening” is not supported. 1.1.8 B is their very own personnel rule, and they should follow it! The word or term or phrase describing me as “threatening” should not be in my personnel file. And should never have been used against me in disciplinary action.

The fact is I was described as “threatening” on two separate reports that Deputy Director Alex Chen wrote on his SUSPENSION NOTIFICATION LETTER (page 1, paragraph 2, line 2, 3 & 4 under BACKGROUND) and he unjustly substantiated it on December 1st, 2025. And the POST LOUDERMILL NOTICE written March 9th, 2026, by CEO Andrew Lee (paragraph 2, line 4), and is inaccurate and not supported by their very own HRIU investigation. Their very own HRIU SUMMARY INVESTIGATION REPORT written November 17th, 2025 (paragraph 1, line 5) reported about the email I sent Neal Reinig on October 13th, 2025 “I did not perceive it as a threat” and it was substantiated in (paragraph 2, line 2). “After I determined that the email did not meet a “threat” threshold”.

Without “threatening” they the appointing authority do not have a 1.3.3 (A) Major Disciplinary Offense case against me because none of the other allegations they made against me were a 1.3.3 (A) Major Disciplinary Offense, that Deputy Director Alex Chen proclaimed in his SUSPENSION NOTIFICATION LETTER written December 1st, 2025 (page 2, paragraph 5, line 3 under RECOMMENDATION). In addition, Alex Chen reported in his SUSPENSION NOTIFICATION LETTER in reference to me about the Operations Response Center: “You have reported unprofessional communications in the past which were investigated, and those allegations were not substantiated”. (page 2, paragraph 1, line 7 & 8).

In their very own HRIU SUMMARY INVESTIGATION REPORT written November 17th, 2025, it was reported on (page 2, paragraph 2, under ANALYSIS) "Mitigating factors could apply to sending this email based on a documented history of unprofessional conduct by several members of the ORC toward the subject". Yet, Alex Chen wrote in his Suspension Notification Letter: "The City of Seattle Personnel Rule 1.3.3 (A) allows for a higher level of discipline when it is determined that a verbal or a written warning will not be appropriate (absent mitigating factors)".

Deputy Director Alex Chen had 14 days to read their very own HRIU SUMMARY INVESTIGATION REPORT about this case before writing his SUSPENSION NOTIFICATION LETTER on December 1st, 2025. And yet, he still called me not supported "threatening".

CEO Andrew Lee had 112 days to read their very own HRIU SUMMARY INVESTIGATION REPORT about this case before writing his POST LOUDERMILL NOTICE on March 9th, 2026. And yet, he still called me not supported "threatening".

Manager 3 Tom Walker had 22 days to read their very own HRIU SUMMARY INVESTIGATION REPORT about this case before presenting this SUSPENSION NOTIFICATION LETTER to me, written by Alex Chen, December 1, 2025, that called me not supported "threatening", in the SUSPENSION NOTIFICATION MEETING on December 9th, 2025.

Dr. Kimberly Loving April 6th Memo.

1. I respectfully do not agree with the decision the Dr. made regarding me and the Step 3 Grievance. First, I was grieving specifically 1.1.8 B under 1.1.8 Responsibilities of Appointing Authorities. 1.1.8 B says: In addition to the disciplinary action taken, the appointing authority (or designated management representative) shall note in the employee's personnel file the supported prohibited behavior. The Dr. should follow her own rules. The description of me as "threatening" is not supported by their very own HRIU investigation, and because of this "threatening" does not belong in my personnel file. It is severely damaging to my good name, reputation, 32 year long career, and employment. And should never have been used against me in disciplinary action.

2. The investigation ended on November 17th, 2025. Introducing new allegations, with regards to this case #: 2025-289, like the Dr. did under Conclusion, after this date, is unreasonable. “His behavior disrupted safe, efficient operations. His inappropriate and unprofessional behavior affected his co-workers’ ability to operate efficiently, given the small quarters in which they work”.

3. It doesn’t appear Manager 3 Tom Walker explained to the Dr., in their conversation about me, he filled out my Workday schedule inaccurately for over three months in late 2024, and played it off as a Workday defect, when it wasn’t, which caused the incident, and me to lose a lot of already earned wages, that haven’t been paid back, yet. And completely messed up my pay stubs, damaging my hours of service, my retirement and Social Security as well. And he was very stubborn about fixing the Workday schedule he inaccurately filled out. This is a big mitigating factor and has been swept under the rug along with my unpaid already earned wages, for a year and a half now. I don’t see it mentioned anywhere in the Dr.’s Memo.

4. With regards to the wage theft, (paragraph 5, line 7 under A Review of Facts) the Dr. reported she was going to: “I will make a separate recommendation that this be referred to payroll”. I haven’t heard anything from payroll, all I have heard is crickets. The Dr. appears to want to separate the wage theft incident from this case, when it is intricately part of the case. I emphatically disagree with this, because they used the incident in progressive disciplinary action.

5. While in their haste to drum up the allegations against me from this diminutive case to a 1.3.3 (A) Major Disciplinary Offense, using the not supported “threatening”. The appointing authorities broke their very own personnel rule 1.3.2 A (2) under Order of Severity of Disciplinary Action: A written reprimand. Without being able to use “threatening” against me the appointing authority doesn’t have a 1.3.3 (A) Major Disciplinary Offense case, against me.



March 9, 2026

Sent via email to: Craig.Russell@seattle.gov and craig.erez@outlook.com

Priority and Certified Mail:

Craig Russell



Mr. Russell,

This letter is to notify you that you have been suspended for three (3) working days without pay from your employment as a Water Systems Operator with Seattle Public Utilities. This decision is based on the recommendation I received from your management, and your written responses received in December of 2025. Your management provided you with a copy of the disciplinary recommendation.

The Water Line of Business management recommended that you be suspended for three (3) working days without pay from your employment with Seattle Public Utilities based on an inappropriate email you sent to Neal Reinig, an employee from another SPU work unit. During the investigation you admitted to sending the email. Additionally, the investigation found that your writing was threatening, unwarranted, insulting and offensive.

On December 17, 2025, you sent a written response for my review, providing you an opportunity to present your view of the events that took place, and to present any mitigating circumstances prior to my final decision. In the responses, you expressed that payroll issues from 2024 were frustrating to you. You also shared that you heard Mr. Reinig through the vent say words such as “so nasty” and “I hate him”, which you took as directed at you. You further stated that you consider your email to Mr. Reinig to be “self-defense”, that you do not believe it was intimidating, and that you viewed your comments as being “against an abuser”.

Mr. Russell, there is no evidence that Mr. Reinig directed any comments at you. Further, Mr. Reinig is not responsible for your frustrations with Workday. Perceiving comments through the vent or door, and responding aggressively to those comments, is incredibly inappropriate, a violation of our Workplace Expectations, and deeply concerning. It is not self-defense, and you are in fact the aggressor in this situation. In the future, you will be expected to bring your concerns to your supervisor, Thomas Walker, in a manner consistent with our Workplace Expectations. Further aggressive communications with any customer or employee at SPU will not be tolerated. Your supervisor has coached you in the past and more recently regarding SPU’s expectations regarding professional communication. To provide you with additional support, time will be made available to you to complete several training courses, listed below. You will be expected to successfully complete these trainings through Cornerstone by June 30, 2026.

- Anger Management
- Having Difficult Conversations
- Managing Stress

You will be expected to comply with all regulations, rules, policies, and procedures here at SPU. You are responsible for obtaining any clarification you may need in order to comply with all regulations, rules, policies, and procedures. Failure to do so will result in further disciplinary action, up to and including termination of your employment.

Next Steps

If you disagree with my decision, and if you are represented by a union or are covered under the City's Civil Service rules, you may have the ability to file an appeal. Recall that represented employees are not permitted to pursue both union grievance and Civil Service appeal actions.

Union Represented Employees - If you are represented by a Union, you are encouraged to consult with your Union Representative for clarification and information about your grievance rights under your collective bargaining agreement, including whether there is any specific deadline to file a grievance.

Civil Service Employees - If you are a regularly appointed City employee in the classified service, you may appeal this decision by first filing a grievance according to City of Seattle Personnel Rule 1.4. If you choose to appeal, you have twenty (20) calendar days from the date of this decision to file a grievance under the process explained in Personnel Rule 1.4. If the grievance is not resolved through that process, you may then choose to file an appeal to the Civil Service Commission or the Public Safety Civil Service Commission. The City of Seattle Personnel Rules are accessible through the following website: <http://www.seattle.gov/personnel/resources/rules.asp>

If you have any questions about the appeals process, please contact SPU Labor Relations Advisor, Robbi Lira, via email at robbi.lira@seattle.gov or by phone 206-867-4010.

Sincerely,



Andrew Lee,
General Manager

cc:

Alex Chen, Chief Operating Officer, Water Line of Business

Kermit Stricklin, Acting Division Director, Water Line of Business

Thomas Walker, Utilities Operations Manager, Utility Operations and Maintenance Branch

Adrienne Thompson, Human Resources Director, Human Resources Division

Heather Delaney, Employment and Labor Relations Manager, Human Resources Division

Robbi Lira, Labor Relations Advisor, Human Resources Division

Jasmyne Sims, Union Representative, PROTEC17

Craig Russell, Personnel File

Remedy Sought (What do you want?):

1. I want the three-day employment suspension rescinded, because they did use the not supported “threatening” in the disciplinary action process, obviously after the investigation was completed on November 17th, 2025. I want the three days of pay taken during suspension returned.
2. I want every memo, note, letter that describes me as “threatening” after November 17th, 2025, removed from my personnel file, everything. And specifically, Deputy Director Alex Chen’s December 1, 2025, SUSPENSION NOTIFICATION LETTER and CEO Andrew Lee’s POST LOUDERMILL NOTICE written on March 9th, 2026, both call me not supported “Threatening” after the investigation was completed. And every note Manager 3 Tom Walker may have written calling me “threatening”. I want Robbi Lira to reply to everyone she sent that POST LOUDERMILL NOTICE out to and explain that this was a mistake, Craig was not found to be “threatening” in the investigation.
3. I want all my backpay, from the already earned wages that were lost, because of the errors made by Manager 3 Tom Walker with my Workday schedule and holiday pay.

Craig Russell [REDACTED]

Water System Operator

Seattle Public Utilities 5/15/2026

X  _____

Craig Russell [REDACTED]

PERSONNEL RULE 1.4

Step Three Grievance

3-29-2026



Craig Russell

Water System Operator

Seattle Public Utilities

PERSONNEL RULE 1.4

Step Three Grievance

Craig Russell [REDACTED]

3-29-2026

Violation of: 1.3.2 Order of Severity of Disciplinary Action.

In the (POST LOUDERMILL NOTICE paragraph 2, line 4) it states that my “writing was threatening”. Which is contrary to the results of your own investigation (SUMMARY INVESTIGATION REPORT paragraph 1, line 5), and inaccurate, and is backwards to the way I have conducted my adult life. I have never threatened anyone, and it’s possible I might be older than everyone else this was sent out to or close to it, which is a long time, and is a good way to wrap your mind around this. Also, I have never been accused or approached by a LEO for making threats, and I have no history of making any threats. It appears this inaccurate and not supported description “threatening” is being used to make this diminutive case a 1.3.3 Major Disciplinary Offense and make this case “seriousness”, especially since the written reprimand step in progressive discipline was skipped, which is possibly illegal. That’s the way it looks. The problem is the results of your own investigation found the email I sent Neal not to be threatening. Also, the investigator found evidence that there was harassment in the past by the staff in the ORC and called it mitigating. I don’t see anything about mitigating in the Post Loudermill Notice.

Violation of: 1.1.8 B Responsibilities of Appointing Authorities.

B. In addition to disciplinary action taken, the appointing authority (or designated management representative) shall note in the employee’s personnel file the supported prohibited behavior.: You put a copy of this Post Loudermill Notice in my personnel file and the description “writing was threatening” is not supported in your own investigation.

Violation of: Personnel Rule 1.4

Subverting Personnel Rule 1.4 by suspending employment for three days before the Personnel Rule 1.4 process was completed, with no valid reason.

Violation of SMC: 14.20 Wage Theft.

Speaking of progressive discipline, using an incident caused by management on a worker for progressive disciplinary action is problematic as well, it's defective logic and can be seen as retaliation on a worker, which is illegal. This is what Tom Walker Manager 3 did when he filled out my Workday schedule inaccurately for over three months, between the advent of Workday September 3rd through December 9th, 2024, costing a lot of already earned wages and was very stubborn about fixing it. Not only was he asked politely and professionally to fix it he was given a copy of the required IT ticket that was then required for anything related to Workday and was written in detail as to exactly what was wrong with the Workday schedule, that he made, and exactly how to fix it. And he had asked me for a copy of the IT ticket, and I gave it to him, and he still didn't fix it. I had to include his executives Alex Chen and John Holmes in an email to get him to fix it, and it was fixed the very next day December 10th, 2024. By making all this weirdness with regards to my Workday schedule for over three months, he made the situation for his longtime worker very weird and wasted a lot of my time, which caused the incident. It seemed like retaliation for something, over three months is a long time to mess someone's paycheck stubs and paychecks up with disregard. He reported in an email he was trying to recover the wages and never did. Even after all this I didn't hassle him about it. I let it go because I didn't believe at the time it was worth the wages to confront management and cause an issue in the department, for a year. Now that Water Line of Business management wants to use it as a gotcha moment on me for progressive disciplinary action, I've been forced to stick up for myself. I've already provided irrefutable proof he filled the Workday schedule out inaccurately for three months; with copies of the inaccurate schedules, he made in 2024. Taking someone's wages for over three months, then using what he said about it against him for progressive disciplinary action. Tom Walker is content on taking my wages, already earned wages.

At the core of this Weingarten Investigation from the beginning was, was the email threatening? No, no it wasn't. The remedy the grievant seeks is: Pull the Post Loudermill Notice out of my personnel file and shred it, since it has a severe inaccuracy in the core of the case and is not supported by your own investigation, it doesn't belong in my personnel file (1.1.8 B). Let me off the hook and tell me to be happy.



Craig Russell 



Memo

Date: April 21, 2026

To: Craig Russell, Grievant, and Andrew Lee, Seattle Public Utilities General Manager

From: Dr. Kimberly Loving, Seattle Department of Human Resources Director

Subject: Step Three Grievance

On April 6, 2026, Seattle Public Utilities (SPU) employee Craig Russell filed a Step 3 grievance alleging that his three-day suspension was unwarranted (Exhibit 1). This memo is my report on the grievance investigation required by Personnel Rule 1.4.3. It is based on a review of Mr. Russell's grievance materials, other documents related to prior disciplinary actions, relevant city policies, a Step 3 intake meeting to clarify his grievance, and a meeting with his manager. I will provide SPU General Manager Andrew Lee with a separate, confidential recommendation for resolving the grievance, and he will decide whether to accept or deny it.

Background

Mr. Russell was hired as a Water Systems Operator on February 28, 2001, and has held the same title and position at SPU since then. He was supervised by Zachary Jones, Interim Water Systems Supervisor, and Thomas Walker, Utilities Operations Manager. Mr. Russell is represented by Local Union #17 but is using the grievance procedures under the Personnel Rules rather than those under his collective bargaining agreement.

A Review of Facts

On October 13, 2025, Mr. Russell sent an email to Neal Reinig, Operations Response Center Lead. The email contained phrases such as "You obviously need to be reminded you don't have the chops to run anyone down," "I'm thinking about calling customer service to report how nasty your personality is, so they know," and "You either straighten up or giddyap on down the road!" (Exhibit 2)

Mr. Reinig reported the email to Sharmice Banks, the Operations Response Center Manager. In his email, he said that he felt threatened. Ms. Banks subsequently reported this to Mr. Reinig's manager, Mr. Walker. An internal investigation was conducted by Melody Melodia, an Employee and Labor Relations Advisor at SPU. The investigator concluded that, although the email did not constitute a threat, it violated SPU's workplace expectations as outlined in Policy HR-150: Respect the Rights of Others. She found the email unprofessional and accusatory but determined that it did not meet the "threat" threshold, but did violate Policy HR-150, SPU Workplace Expectations (Exhibit 3).

Following Ms. Melodia's investigation and Mr. Russell's response at a discipline hearing, SPU Director Andrew Lee issued a discipline letter to him on March 9, 2026, recommending a three-day suspension without pay and that he was required to complete

anger management, difficult conversations, and stress management classes by June 30, 2026 (Exhibit 4).

On April 6, 2026, Mr. Russell filed his grievance with me at Step 3. Based on his grievance materials, I sought to clarify which Personnel Rules he was grieving, so I scheduled an intake meeting on April 6, 2026, to discuss his grievance. He is grieving 1.3.2 A, Order of Severity of Progressive Discipline, because SPU Director Andrew Lee skipped the written reprimand and went directly to a three-day suspension because the word “threatening” appeared in the discipline letter. This action contradicted the internal investigation report, which the investigator found that his email did not meet the threshold for “threatening”.

He is also grieving Personnel Rule 1.1.8, Responsibilities of Appointing Authorities, because he would like the discipline letter removed, as it is inaccurate.

During the grievance intake meeting, Mr. Russell also stated that there has been wage theft due to Workday and scheduling issues from September 3, 2024, to December 9, 2024. He requested that this be fixed and filed out an IT ticket, which took over three months to resolve. He states that he has never received back pay for the inaccurate timesheet entries by his manager, Mr. Walker. I will make a separate recommendation that this be referred to payroll.

On April 14, 2026, I met with Mr. Walker to discuss the Step 3 grievance. Mr. Walker stated that Mr. Russell had a history of writing inappropriate emails and cited the October 31, 2024, email he sent to Jim Loter, Deputy Chief Technology Officer, regarding the Workday Payroll issue, which Mr. Walker deemed “unprofessional and profane.” The email read, “Anyone who thinks its OK to f* over off-shift employees is a stupid dick.” Mr. Russell received a verbal warning for this email and was told that he violated SPU Workplace Expectations - Respecting the Rights of Others. Any additional incidents may result in further disciplinary action, up to and including termination (Exhibit 5).

Relevant Policy

Mr. Russell cites a violation of Personnel Rule 1.3.2 A. (2), Order of Severity of Discipline, because SPU Director Andrew Lee skipped the written reprimand and went directly to a three-day suspension because the word “threatening” appeared in the discipline letter. This action contradicted the internal investigation report, which found that his email did not meet the threshold for “threatening”.

1.3.2 Order of Severity of Disciplinary Action

A. In order of increasing severity, an appointing authority or designated management representative may take the following disciplinary actions against an employee for misconduct or poor work performance:

1. A verbal warning, which shall be accompanied by a notation in the employee’s personnel file. A verbal warning is appropriate only when the supervisor determines that there are sufficient mitigating factors related to the employee’s conduct or performance that a written reprimand suspension, demotion or discharge is unwarranted.

2. A written reprimand, a copy of which must be placed in the employee's personnel file. A written reprimand is appropriate only when the supervisor determines that there are sufficient mitigating factors related to the employee's conduct or performance that suspension, demotion or discharge is unwarranted.

3. Provided an employee has received no further or additional discipline in the intervening period, a verbal warning or written reprimand may not be Personnel Rule 1.3 Revised March 2021 Chapter 1, page 18 used for progressive discipline after two (2) years other than to show notice of any rule or policy at issue.

4. Discipline that arises as a result of a violation of workplace policies of City Personnel Rules regarding harassment, discrimination, retaliation, or workplace violence, shall not be subject to Personnel Rule 1.3.2 A.3.

Mr. Russell cites a violation of Personnel Rule 1.8.8 B, Responsibilities of the Appointing Authority, for adding the discipline letter to his personnel folder because it inaccurately stated that his email was "threatening," contrary to the report.

1.1.8 Responsibilities of Appointing Authorities

In addition to disciplinary action taken, the appointing authority (or designated management representative) shall note in the employee's personnel file the supported prohibited behavior.

Mr. Russell seeks the following remedies:

- Remove the discipline letter from Mr. Hecht's Personnel File, since it inaccurately characterizes the email as "threatening."
- Remove the suspension and pay him back for the three days.

Conclusion

Based on my review of the Step 3 grievance, discussion with the grievant and management, and prior discipline history, the preponderance of the evidence (more likely than not) supports that there was no violation of the Personnel Rules or the Seattle Municipal Code.

Mr. Russell received a verbal warning on October 31, 2024, stating that additional incidents may result in further disciplinary action, up to and including termination.

According to Personnel Rule 1.3.2 D, a regular employee may be suspended, demoted, or discharged only for justifiable cause. This standard requires that a series of requirements be met. The requirements were met for suspending the employee for three working days.

- Mr. Russell was informed of the consequences of his conduct, and the suspension is reasonably related to the seriousness of his previous disciplinary history. The three-day suspension is aligned with the seriousness of his behavior and his recent history of similar inappropriate behavior.
- His behavior disrupted safe, efficient operations. His inappropriate and unprofessional behavior affected his co-workers' ability to operate efficiently, given the small quarters in which they work.

- SPU conducted an internal investigation of this incident. After reviewing the notes, emails, and other pieces of evidence, it appears the investigation was objective and fair.

Additionally, the Summary Investigation Report found that the threshold for a “threat” was not met, contrary to the discipline letter. However, it disregarded SPU's workplace expectations as outlined in Policy HR-150: Respect the Rights of Others; therefore, Personnel Rule 1.8.8 B was not violated.

Exhibits

Exhibit	Description
Exhibit 1	Craig Russell [REDACTED] – Grievance
Exhibit 2	Craig Russell Email Interactions
Exhibit 3	Russell Investigation Report
Exhibit 4	Russell C Discipline Letter
Exhibit 5	Russell, Craig Verbal Warning 2024-12-9

Notice to Employee

This is the grievance report, and not the final determination of the Step 3 grievance. Once I make a separate, confidential recommendation to the grievant's appointing authority, the appointing authority has seven days to communicate the final decision to the grievant. The appointing authority's determination of this Step 3 Grievance is the final step in the Employee Grievance Procedure. If the grievant remains dissatisfied with the outcome of the grievance, they may appeal the Civil Service Commission within 20 days of the final grievance decision issued by the appointing authority.

Cc: Adrienne Thompson, Director of Human Resources, Seattle Public Utilities
 Robbi Lira, Labor Relations Coordinator, Seattle Public Utilities



Seattle Public Utilities

April xx, 2026

Craig Russell

Sent via email to: Craig.Russell@seattle.gov and [REDACTED]

RE: Step 3 Grievance Response- Craig Russell Suspension

Dear Mr. Russell,

I am in receipt of the Step 3 grievance you filed on April 6, 2026, with the Seattle Director of Human Resources (SDHR), Dr. Kimberly Loving. You allege that Seattle Public Utilities (SPU) violated Personnel Rules and the Seattle Municipal Code when you were suspended from work for three days without pay.

I have reviewed your Step 3 grievance and supporting documentation, as well as Dr. Loving's grievance report dated April 21, 2026. In her report, Dr. Loving found that SPU did not improperly apply or otherwise violate provisions of Chapter 4.04 of the Seattle Municipal Code and/or the Personnel Rules, as alleged in your Step Three grievance. Accordingly, I respectfully deny your Step 3 grievance and uphold your three-day suspension.

Please contact Robbi Lira, Labor Relations Advisor (robbi.lira@seattle.gov), who can answer any questions you may have about this decision.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Lee".

[Andrew Lee \(04/28/2026 10:28:12 PDT\)](#)

Andrew Lee
General Manager and CEO
Seattle Public Utilities

Notice: You may file an appeal of this decision with the Civil Service Commission in accordance with Seattle Municipal Code Section 4.04.260. In order to timely file such an appeal, you must do so within 20 calendar days of the delivery of this letter. The Civil Service Commission may or may not have jurisdiction over your appeal. The Commission has the authority to determine jurisdiction at the time an appeal is filed. I am enclosing additional information about the Civil Service appeal process for your reference.

[Civil Service Commission | seattle.gov](#) | [Appeals Process | seattle.gov](#)



June 10, 2026

Moshe Hecht, Appellant
moshe.hecht@seattle.gov

Michelle Finnegan, Interim Superintendent, Seattle Parks and Recreation Department
michelle.finnegan@seattle.gov

Re: *Hecht v. Seattle Parks and Recreation*, CSC No. 26-07-021A – Appeal Acknowledgement and Executive Director Disclosure

Dear Moshe Hecht and Interim Superintendent Michelle Finnegan:

On May 21, 2026, the Civil Service Commission (“CSC”) received an appeal from Seattle Parks and Recreation (“SPR”) employee Moshe Hecht. Mr. Hecht alleges in his appeal that SPR violated multiple municipal policies and laws and violated state and federal laws.

Pursuant to [CSC Rules of Practice and Procedure \(“Rules”\) 5.03](#), I am reviewing documents provided by Mr. Hecht to determine the timeliness, jurisdiction, and exhaustion of the grievance procedure for the alleged violations contained in Mr. Hecht’s appeal. I am also considering related Step 3 grievance documents provided by Seattle Human Resources Department Interim Policy and Legislation Advisor Josie Watanabe for this analysis. I am attaching a copy of Mr. Hecht’s Notice of Appeal form and his accompanying statement to this letter.

Once I complete my determination of timeliness, jurisdiction and exhaustion of the grievance procedure, I will communicate my findings, share relevant documents, and describe next steps with the parties.

Appearance of Fairness Doctrine and Executive Director’s Disclosure

The Civil Service Commission is subject to the appearance of fairness doctrine when conducting hearings. RCW 42.36. In the interest of transparency, I disclose that I have maintained a longstanding personal and professional relationship with Sara Amies, counsel for the appellant. We have been friends for approximately twenty years and worked together for approximately ten years.

I am confident that this relationship will not affect my ability to perform my responsibilities impartially and in accordance with the applicable facts, laws, and rules. My role at this stage in the proceeding is limited to making preliminary determinations regarding timeliness, jurisdiction, and exhaustion of grievance

procedures. Should the matter proceed to a hearing, the Commission may consider whether referral to the Office of Hearing Examiner is appropriate.

If either party objects to my making these determinations, I will delegate responsibility for determining timeliness, jurisdiction, and exhaustion requirements to another qualified member of Civil Service Department staff.

If either party has an objection to my participation in making these preliminary determinations, please advise me and the other party in writing by **Wednesday, June 17**. When contacting our office or the Commission, parties are requested to copy the other party to avoid *ex parte* communication¹.

Thank you,

Andrea Scheele
Executive Director

Encl: Notice of Appeal form, with attached statement

Cc: Sara Amies, Appellant Counsel
Kellie Koontz, Human Resources Manager, Seattle Parks and Recreation
Kimberly Loving, Director, Seattle Department of Human Resources
Josie Watanabe, Interim Policy and Legislation Advisor, Seattle Department of Human Resources

¹ Ex parte communication- A communication with the Presiding Officer, Commissioners, or Executive Director and Civil Service Commission staff outside the hearing process or without notice to all parties. To avoid ex parte communications, parties should copy each other on all correspondence regarding the appeal. This restriction does not apply to administration inquiries regarding scheduling or procedural matters.



City of Seattle

CIVIL SERVICE COMMISSION

700 5th Avenue, Suite 1670

PO Box 94729

Seattle, WA 9124-4729

Office: 206-233-7118

Fax: 206-684-0755

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)
INSTRUCTIONS

Disciplinary appeals to the Commission must be filed within twenty (20) calendar days of delivery of the Step Three grievance response. See [Personnel Rule 1.4-Employee Grievance Procedure](#).

INSTRUCTIONS:

Complete all the pages, sign and attach any documents or correspondence that you have received from the Department related to your appeal. Send by postal or hand deliver to the Executive Director, Civil Service Department 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-472 or email to civilservice@seattle.gov

Upon receipt of your appeal, the Executive Director will review the appeal. If the appeal is deemed to be timely and within the Commission's jurisdiction, it will be reviewed at the Commission's next regularly scheduled meeting. You and the employing department will be notified of the time and date of the meeting. If your appeal is accepted, staff will follow up with both parties to schedule the first prehearing conference. If you intend to be represented by an attorney, please have the attorney submit a Notice of Appearance. **If you are appealing a disciplinary decision, you are required to complete the Employee Grievance Process before your appeal will be accepted by the Civil Service Commission.** See [Personnel Rule 1.4](#) for more information about this exhaustion requirement. For more information about appeal rights and deadlines, please review the Civil Service Rules of Practice and Procedure [Rules of Practice and Procedure](#)

Use additional page(s) if necessary.

APPEAL TO THE CIVIL SERVICE COMMISSION (DISCIPLINARY)

<p>Appeal No. <u>26-07-021A</u></p> <p>Date Filed <u>May 21, 2026</u></p>	
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Full Name of Appellant	Work Address
Moshe Hecht	300 Elliott Ave W
Residence Address	Work Telephone
[REDACTED]	(205) 612-1015
City State Zip	Employee ID
[REDACTED]	[REDACTED]
Home/Cell Phone:	Department
[REDACTED]	Parks and Recreation
Email:	Job Title
moshe.hecht@seattle.gov	PFAC Supervisor

<p>1. WHAT ACTION IS BEING APPEALED? (CHECK ONE) See attached Civil Service Appeal - Hecht</p>	<input type="checkbox"/> Demotion (5.01A)
	<input type="checkbox"/> Suspension <input type="checkbox"/> Probation <input type="checkbox"/> Discharge (5.01B)
	<input checked="" type="checkbox"/> City of Seattle Personnel Ordinance or Rule(s) Violation (5.01C.):

What Personnel rule, regulation, or provision, do you believe was violated? _____
 See attached Civil Service Appeal - Hecht, Section II, Violations of Standards

<p>Reason for this appeal _____ See attached Civil Service Appeal - Hecht _____ _____</p>	<p>Remedy Sought (What do you want?): See attached Civil Service Appeal - Hecht _____ _____</p>
<p>2. <u>UNION:</u> If you are a member of a union, what is the name of your union? N/A _____ Local Number: _____</p>	<p><input type="checkbox"/> I HAVE <input checked="" type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.</p> <p>This matter <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT the subject of arbitration pursuant to a collective bargaining agreement.</p>
<p>3. <u>EMPLOYEE GRIEVANCE PROCEDURE:</u> Did you receive notification of your right to a timely resolution of this grievance from your Department?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (SMC 4.04.070)</p>	<p>If you filed a grievance through the Employee Grievance Procedure, what was the outcome?</p> <p>See attached Civil Service Appeal - Hecht _____ _____ _____</p>
<p><input checked="" type="checkbox"/> I HAVE <input type="checkbox"/> I HAVE NOT</p> <p>filed a grievance on the issues that are identified in this appeal, through the Employee Grievance Procedure. (Personnel Rule 1.4.2)</p>	

Please include with your appeal form the **Step 3 Grievance decision** of your employing department and **Investigatory Report from SDHR**, and any documents or correspondence that you have received from the Department related to your appeal. To meet timely filing of your appeal, these documents can be sent after filing this document.

4. **ATTORNEY/AUTHORIZED REPRESENTATIVE:**

An attorney or a representative is **NOT** required for the appeal process.

Do you have an attorney or another person representing you for this appeal? YES NO

If yes, please have your attorney submit a **NOTICE OF APPEARANCE** to the Commission Office and the Department.

All documents and information related to the appeal will go to the attorney or representative.

Name: Sara Amies Firm: Helsell Fetterman LLP

Address: 800 Fifth Avenue, Suite 3200 Email: samies@helsell.com


5. **APPELLANT:**

If you **do not** have an attorney or a representative, please enter the address where documents related to this appeal should be sent:

Mailing Address: Moshe Hecht

Personal Email: [REDACTED]

Home/Cell Phone: [REDACTED]

SIGNATURE OF APPELLANT	DATE
<u></u>	<u>5/21/2026</u>
SIGNATURE OF ATTORNEY OR REPRESENTATIVE: (IF FILLING OUT THIS FORM):	DATE
<u> </u>	<u> </u>



PERSONNEL RULE GRIEVANCE FORM

EMPLOYEE AND ORGANIZATION

Employee Name: Moshe Hecht

Job Title: Project Funds and Agreements Supervisor

Employee Unit, Division, and Department: Planning and Design, Planning and Capital Development, SPR

Employee Supervisor Name and Title (Step 1): Annie Hindenlang (currently Kim Baldwin)

Employee Division Director Name (Step 2): Andy Sheffer

Employee Department Head Name (Step 3): Michelle Finnigan

Employee Representative: (if applicable)

Signature and Date: 

GRIEVANCE MATTER

Date of Grievance Filing: Ongoing (Initial filing Aug 28, 2025; held in abeyance by SPR HR; escalated March 24, 2026).

Date of Grievable Incident: Ongoing (August 28, 2025 – Present); specifically necessitated by the retaliatory evaluation accessed March 24, 2026, and the Step II default on March 23, 2026.

Grievable Incident:

I am not grieving the outcome of a classification determination. This grievance centers on the intentional manipulation of City administrative processes by SPR HR and management to prevent a fair and honest classification review, misappropriate professional work product, and facilitate ongoing retaliation. These actions constitute a fundamental breach of **Personnel Rule 1.3.1 (Integrity) and Rule 1.4 (Performance Management)**.

This is a formal escalation to Step III. Management defaulted on my Step II Grievance (originally filed August 28, 2025) by failing to provide the required written determination from the Division Director by the explicit March 23, 2026 deadline. Instead, SPR HR Investigator Kelli Koontz opted to merely "forward the matter to SHR" without a departmental decision or the procedural authority to bypass Step II requirements. This deliberate procedural evasion is perfectly emblematic of the broader pattern of administrative manipulation and bad-faith obstruction by SPR HR detailed below. This retaliatory campaign by Management was premeditated, as evidenced by Annie Hindenlang's superior, Jessica Murphy, confirming in February 2026 that Hindenlang was actively 'working to build a case against me'.

1. **Manipulation of the Classification Process (Rule 1.3.1 & Rule 1.4):** As documented in my original Step II filing and Exhibit 8, SPR HR and supervisor Annie Hindenlang systematically manipulated the PDQ process to ensure a predetermined outcome and prevent a fair and honest review of my position.

The Manufacture of a False Narrative: Supervisor Hindenlang manipulated the process by submitting a PDQ containing documented misrepresentations. She explicitly appropriated my specific strategic frameworks, grant leadership achievements, and "Subject Matter Expert" (SME) narrative to justify her own reclassification.

Intentional Procedural Interference: This process manipulation provided the fraudulent structural foundation used by SPR HR and Class Comp to deny my own reclassification (CDR). Director Tabares admitted on the record that it is 'not normal to change org charts' during a classification review and stated she 'cannot respond for [Cara Atchison's] actions' in doing so to protect Hindenlang's reclassification.

Bad-Faith Assurances: As stated in my original Step II filing, the process was corrupted by an SPR HR/Class Comp assurance about my CDR that proved inaccurate and materially affected the outcome. Specifically, Director Kim Baldwin and HR Representative Cara Atchinson provided false assurances that changing my reporting structure back to Annie Hindenlang would not negatively impact my classification review. These inaccurate reporting-structure assurances were utilized as a procedural shield to prevent an honest audit of the conflicting PDQs. This procedural failure was further underscored by a highly irregular phone call initiated by Cara Atchinson immediately after my CDR was issued, demonstrating that SPR HR was actively aware the final determination contradicted their prior assurances. This coordinated interference effectively blocked my access to a fair administrative process.

Admission of APEX/SAM level work: Most critically, HR leadership (Tabares and Koontz) agreed without pushback that my actual documented duties—leading grant strategy and mitigating enterprise risk—are technically the purview of APEX SAM executive-level positions, a fact that directly invalidates the 'coordinator' framing used to deny my classification.

2. **Manipulation of the Performance Management Process (Rule 1.4):** Management has manipulated the official performance review system to codify a retaliatory "paper trail." On March 24, 2026, I accessed the City's official system and downloaded my 2025 Performance Evaluation. Although not yet formally "issued" via a meeting, the document—authored by Annie Hindenlang and explicitly sanctioned by SPR HR—serves as a finalized record of retaliatory intent:

- The "Tracker" as the Catalyst for Forced FMLA: On a Sunday, management instituted a retaliatory "tracking tool" specifically targeting my work. Egregiously, management bypassed my authority and directed my own subordinate to implement and manage this tracker. This humiliating role inversion created a hostile work environment so severe it served as the direct catalyst forcing me to commence FMLA leave just two days later. During the March 5, 2026, fact-finding meeting, SPR HR Director Desiree Tabares admitted that "HR does not have guidelines" regarding this practice—effectively admitting there is no policy to justify this retaliatory "standard practice." Director Tabares further stated she was "not comfortable answering" whether it was normal or appropriate for a subordinate to track their supervisor's work during protected FMLA leave.
- FMLA-Based Penalization (Section 106): Management weaponized my absence, explicitly citing my federally protected "leave" and "absence" on pages 5 and 7 of the evaluation to

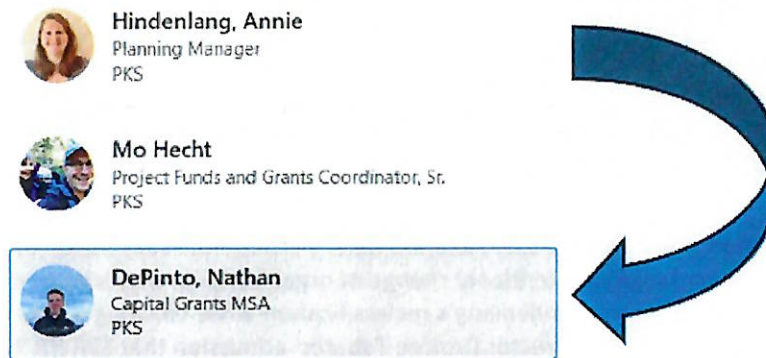
justify "Needs Improvement" ratings. Specifically, management penalized me for a technical presentation regarding incorporating grant requirements into bid packages with a focus on Section 106 (Historic Preservation) compliance that occurred during my absence, despite Annie Hindenlang bypassing my authority to have my less-experienced subordinate lead that presentation while I was on protected leave.

- Pretextual "Agenda Traps": The evaluation penalizes me for the failure of tasks (meeting agendas) specifically assigned by Annie Hindenlan, my manager, to my subordinate (Nathan DePinto). Penalizing a manager for the failure of a task assigned to a subordinate—while simultaneously bypassing that manager’s authority—is clear evidence of a bad-faith "set-up to fail."

3. **Constructive Demotion via Process Exploitation:** The department has exploited the manipulated PDQ to implement a constructive demotion and "flatten" my role. This includes patterns such as inverting the supervisor-subordinate hierarchy by directing me to seek technical "clarification" from my own subordinate and maintaining said subordinate on unauthorized Out-of-Class (OOC) supervisor pay as of March 24, 2026.

During fact-finding, as noted above, SPR HR Director Desiree Tabares admitted that 'HR does not have guidelines' regarding the practice of bypassing a supervisor to task a subordinate with developing oversight tools—effectively admitting there is no policy to justify this retaliatory 'standard practice.' Furthermore, Director Tabares stated she was 'not comfortable answering' whether it was normal or appropriate for a subordinate employee to develop tracking tools of their supervisor’s work while that supervisor is on protected FMLA leave.

- Management further engaged in role erasure by issuing a written directive on February 2, 2026, mandating my subordinate's inclusion in all of my meetings, thereby stripping me of the independent authority inherent to my classification."



Demonstrative Exhibit: Documentation of systemic supervisory bypass and role flattening. This diagram illustrates the mechanical process by which management repeatedly circumvented my authority to direct my subordinate—a practice explicitly rejected in my supervisory role but enforced by management in writing (Document 2) and through the maintenance of overlapping OOC payroll codes (Exhibit 48).

4. **Direct Financial Retaliation and Disparate Treatment (OOC Revocation):** The department has engaged in direct financial retaliation. Immediately following my formal, protected request for

earned backpay for duties performed, SPR HR abruptly revoked my Out-of-Class (OOC) Manager II (MII) assignment. Even if the department attempts to characterize this timing as an "administrative oversight," the disparate application of these payroll actions demonstrates pretextual retaliation. SPR HR instantly executed an administrative action to financially penalize me upon my request for compensation, while simultaneously allowing my subordinate to retain unauthorized OOC supervisor pay for months following my return to duty. This selective administration of payroll policies actively facilitates my constructive demotion.

5. **Deliberate Withholding of Assured Protections:** Despite my repeated formal requests and explicit assurances from SPR HR upon filing my initial complaint and subsequent August 2025 Step II Grievance, the department completely failed to implement any protections against retaliation. This intentional "protection vacuum" directly enabled management to engage in unchecked "case building" against me, leaving me exposed to the retaliatory 2025 Performance Evaluation, process manipulation, and constructive demotion detailed herein.
6. **Coercive Campaign to Force Mediation:** Rather than conducting a formal, objective investigation into my documented complaints of process manipulation and retaliation, SPR HR (specifically Rochelle Brown and Kelli Koontz) and management engaged in a coordinated pressure campaign to force me into mediation with supervisor Annie Hindenlang. Attempting to coerce a complaining employee into mediating with the very manager actively retaliating against them and misappropriating their work is a severe abdication of HR's investigative duty. The orchestrated nature of this campaign was further evidenced during a fact-finding discussion with SPR HR Director Desiree Tabares and HR Investigator Kelli Koontz. During my questioning regarding the coordinated mediation push, Kelli Koontz explicitly betrayed prior knowledge of this tactic, chiming in to state she knew what I was talking about regarding Rochelle Brown's emails. Koontz then actively debated the HR Director on policy, eventually resulting in the admission that SPR HR does "sometimes" pause investigations for mediation. This tactic was clearly deployed to protect the manager, circumvent the grievance process, and sweep the Rule 1.3.1 and Rule 1.1 violations under the rug.

DATE OF GRIEVABLE INCIDENT:

PERSONNEL RULE OR SEATTLE MUNICIPAL CODE ALLEGED TO BE VIOLATED:

Seattle Personnel Rules

- **Seattle Personnel Rule 1.1:** Violation details include the submission of a fraudulent PDQ by Hindenlang and the intentional change of organizational charts by former HR Manager Cara Atchison to protect Hindenlang's reclassification while blocking my own. This was further compounded by HR Director Desiree Tabares' admission that SPR HR 'hopes people don't lie' in official records but lacks verification protocols.
- **Seattle Personnel Rule 1.3.1:** Breach of Integrity via fraudulent PDQ submissions and the fabrication of evidence by a Class Comp Analyst.
- **Seattle Personnel Rule 1.4:** Weaponization of performance management tools and the failure to provide a good-faith grievance process.
- **SMC 4.16.070:** Ethical Conduct violation regarding the misappropriation of intellectual property for personal financial gain.

Federal Law

- **Federal Law:** Violations of FMLA and ADEA protections.

REMEDY/SOLUTION SOUGHT:

1. **Complete Re-execution of the Classification Process:** In alignment with precedents set by the Civil Service Commission regarding compromised administrative procedures, I demand that Seattle HR/Class Comp conduct a complete *de novo* (new) classification review for my position. This re-review must strictly utilize accurate, unmanipulated procedural inputs that acknowledge my documented leadership of the external funding program. It must explicitly exclude the fraudulent narratives and inaccurate reporting-structure assurances previously provided by SPR HR and Annie Hindenlang.

Furthermore, the new review must officially invalidate the factually false rationale applied by Class Comp Analyst Amy Katz. Analyst Katz improperly substituted an objective audit of my role with fabricated anecdotal claims, erroneously reducing my complex program leadership to merely "requesting to appropriate funds." Her stated justification—claiming, "*How do I know? I worked on several presentations*"—is a demonstrably false claim, as she has never participated in, contributed to, or attended any of my City Council presentations. Allowing an analyst to project unrelated past experiences or fabricate involvement to justify a classification denial is a gross procedural failure and a violation of objective classification standards. Analyst Katz's reliance on her own unrelated past experiences to deny my classification, despite never attending a single one of my presentations, constitutes Administrative Arbitrariness and Caprice.

2. **Permanent Managerial Reassignment:** A permanent change to my reporting structure ensuring that I never report to Annie Hindenlang, nor fall within her chain of command, to protect me from further systemic retaliation and constructive demotion.
3. **Restoration of Structural Hierarchy and Policy Compliance:** Reestablish the proper supervisor-subordinate reporting structure in accordance with my classification and City policy. Management must formally end the "supervisory bypass," clarify my leadership of SPR's external funding program, and ensure all assignments to my direct report route exclusively through me. Furthermore, management must audit and correct any overlapping Out-of-Class (OOC) supervisory assignments that improperly flatten the unit's hierarchy now that I have returned to full duty.
4. **Immediate Revision of the 2025 Performance Evaluation:** Rescind and remove all retaliatory references to my FMLA-protected leave (e.g., penalizations for "absence"). Remove all pretextual "Needs Improvement" ratings related to tasks assigned to my subordinate (the "agenda trap"), and adjust my ratings to accurately reflect my actual exceeded goals and performance.
5. **Accountability for PDQ Misrepresentation:** Formal correction of Annie Hindenlang's PDQ where it conflicts with the established documentary record, specifically removing the appropriation of my strategic frameworks, SME narrative, and leadership of the grant program.
6. **Formal Investigation of Institutional/HR Failures:** A formal, independent review into the "6-month protection vacuum" (August 2025 – February 2026), created a permissive environment for retaliation wherein SPR HR deliberately withheld assured protections and failed to act on my original retaliation complaints. This investigation must specifically address the coordinated pressure campaign orchestrated by HR Representatives Rochelle Brown and Kelli Koontz, alongside

management, to coerce me into mediation in lieu of conducting a mandatory investigation into my claims and providing me protections as described in personnel rule 1.1.

7. **Enforced Confirmation of Non-Retaliation and Confidentiality:** Issue a formal, written directive to management confirming strict non-retaliation and expectations for professional confidentiality regarding this and all past personnel matters. I explicitly requested this protection in my August 28, 2025 Step II Grievance. The department's failure to grant and enforce this standard directly enabled the retaliatory 2025 Performance Evaluation and the ongoing constructive demotion. Management must be formally monitored to ensure compliance.

Additional materials or documents for consideration? Please list or attach to form.

Exhibit 8

Amy Katz Public Records Admission

Step II Grievance Packet

Step II Response from SPR

Relevant supervisory bypass and retaliatory email chains

Performance Review and Rebuttal

Meeting Notes

Category I: Procedural Timeline & HR Admissions

- **Exhibit A: Step II Grievance Packet (Filed August 28, 2025)** – The original formal filing establishing the timeline and original claims of retaliation and process manipulation, Pages 4-5.
- **Exhibit A: Step II Procedural Default Record (March 23, 2026)** – The 3:57 PM email from Kelli Koontz confirming the department failed to provide a Division Director's determination by the deadline, Page 1
- **Exhibit B: HR Fact-Finding Meeting Notes (March 5, 2026)** – Detailed notes documenting HR Director Desiree Tabares' admissions regarding the lack of tracker guidelines, the "not normal" org chart changes, and the concessions regarding SAM-level duties.
- **Exhibit A: Abeyance Timeline Record** – Email correspondence between Moshe Hecht and Rochelle Brown (Dec 31, 2025) proving the grievance was held in abeyance without authorization for months, Pages 2-4.

Category II: Classification & Process Manipulation

- **Exhibit C: The "Exhibit 8" Email Chain (Atchison/Katz)** – Internal HR/Class Comp communications showing the intentional manipulation of org charts and reporting structures to influence the classification outcome.
- **Exhibit D: Amy Katz Public Records Admission** – Email record proving the Class Comp Analyst fabricated her participation in City Council presentations to justify a classification denial.
- **Exhibit E: Superintendent Anthony-Paul Diaz's "Note of Thanks" (Sept 12, 2024)** – Formal recognition from the Superintendent praising Moshe's leadership of the multi-million dollar grant program.
- **Exhibit F: APEX/SAM Parity Analysis** – The technical comparison of Moshe's duties against SAM positions in other City departments, which HR verbally conceded during fact-finding.

Category III: Retaliation & Performance Management

- **Exhibit G: 2025 Performance Evaluation (Coplaner) (Official System Download, March 24, 2026)** – The official record citing protected FMLA leave and "absence" as negative performance metrics.
- **Exhibit H: Rebuttal to needs improvement sections listed in my 2025 Performance Evaluation (Coplaner – Exhibit G)**
- **Exhibits I & J: The "Tracker" Implementation Email (Dec 7, 2025)** – Tracker Directive instated by Annie Hindenlang.
- **Exhibits K The "Tracker" Implementation Email (Feb 11, 2026)** – Rochelle Brown's email documenting the retaliatory supervisory bypass and the "support tool" narrative.
- **Exhibit L: Request for Backpay owed** – follow up notes from a 1:1 meeting with Andy Sheffer as I was returning to work from full-time FML
- **Exhibit M: OOC Revocation Record** – Documentation showing the immediate revocation of OOC pay following Moshe's protected request for backpay.

Category IV: Technical Authority & Hierarchy

- **Exhibit N - Q: Section 106 / Grant Bid Package Deliverables** – Concrete examples of the high-level technical and regulatory work Moshe performs, which management utilized to penalize him in the 2025 evaluation.
- **Exhibit R: Grant Team Weekly Update & Manager Praise (August 25, 2025)** – Written documentation of Annie Hindenlang explicitly praising my executive-level strategic work (including OIR coordination and enterprise risk management with Seattle IT) prior to the retaliatory evaluation. This email also captures the origin of the "Tracker" pretext, documenting management's initial directive to bypass my authority and transition my reporting duties to my subordinate in anticipation of my protected FMLA absence.



CONFIDENTIAL

May 5, 2026

Dear Mr. Hecht,

I am in receipt of the Step Three grievance you filed on March 25, 2026, with the Seattle Director of Human Resources (SDHR), Dr. Kimberly Loving. You allege that Seattle Parks and Recreation (SPR) violated Personnel Rules when SPR Human Resources and management falsified a Position Description Questionnaire (PDQ) and manipulated the classification and performance review process.

I have reviewed your Step Three grievance and supporting documentation, as well as Dr. Loving's grievance report you received on April 29, 2026. In her report, Dr. Loving found that SPR did not improperly apply or otherwise violate provisions of Chapter 4.04 of the Seattle Municipal Code and/or the Personnel Rules, as alleged in your Step Three grievance. Accordingly, I am respectfully denying your Step Three grievance.

Please contact Kelli Koontz, Seattle Parks and Recreation Human Resources Deputy Director, at 206-755-3522, who can answer any questions you may have about this decision.

Sincerely,

Michele Finnegan (05/05/2026 12:09:29 PDT)

Michele Finnegan,

Seattle Parks and Recreation Interim Superintendent

Notice: You may file an appeal of this decision with the Civil Service Commission in accordance with Seattle Municipal Code Section 4.04.260. In order to timely file such an appeal, you must do so within 20 calendar days of the delivery of this letter. The Civil Service Commission may or may not have jurisdiction over your appeal. The Commission has the authority to determine jurisdiction at the time an appeal is filed. I am enclosing additional information about the Civil Service appeal process for your reference.

[Civil Service Commission | seattle.gov](#) | [Appeals Process | seattle.gov](#)