



# CITY OF NEW ORLEANS

DEPARTMENT OF CITY CIVIL SERVICE  
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CITY CIVIL SERVICE COMMISSION  
BRITTNEY RICHARDSON, CHAIRPERSON  
JOHN KORN, VICE-CHAIRPERSON  
MARK SURPRENANT  
RUTH WHITE DAVIS  
ANDREW MONTEVERDE

AMY TREPAGNIER  
DIRECTOR OF PERSONNEL

Monday, March 24, 2025

Ms. Tanyell Allen

Re: **Tanyell Allen VS.  
Sewerage & Water Board  
Docket Number: 9678**

Dear Ms. Allen:

Attached is the action of the Civil Service Commission at the Commission's meeting on Friday, 3/14/2025.

Yours very truly,

A handwritten signature in blue ink that reads "Doddie K. Smith".

Doddie K. Smith  
Chief, Management Services Division

cc: Ghassan Korban  
Harrece Gassery  
file

**CIVIL SERVICE COMMISSION  
CITY OF NEW ORLEANS**

**TANYELL ALLEN,  
Appellant**

**Docket No. 9678**

**v.**

**SEWERAGE & WATER BOARD,  
Appointing Authority**

**ORDER**

The Sewerage & Water Board moved for summary disposition of Ms. Allen’s appeal pursuant to Civil Service Rule II, § 4.1, on the basis that the November 14, 2024, letter she received was not a letter of reprimand. The Civil Service Commission heard oral argument of this motion at its regular meeting on March 14, 2025.

Civil Service Rule II, § I(43) defines a letter of reprimand as follows:

“Letter of Reprimand:” a letter of reprimand is an early step in a progressive disciplinary system. It points out job performance areas that need improvement. It may be used to support additional disciplinary steps and, as such, is kept in a centralized personnel file to be referred to as needed. This characteristic distinguishes it from other documentation, such as a documentation of oral counseling, which is not kept centrally.

The letter at issue has “LETTER OF REPRIMAND” at the top of the November 14, 2024, letter, and in the body the Chief of Staff of the Sewerage & Water Board gives the reasons the “letter of reprimand” is being issued. At the end of the letter, the Chief of Staff indicates that a copy is being send to the Civil Service Department and a copy is being placed in Ms. Allen’s personnel file. Therefore, in addition to explicitly stating that the letter is a letter of reprimand, the letter indicates that a copy will be kept centrally. The November 14, 2024, letter is a letter of reprimand, and Ms. Allen has a right of appeal under Civil Service Rule II, § 4.1.

The Sewerage & Water Board's motion for summary disposition is DENIED.



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JOHN KORN, VICE-CHAIRPERSON

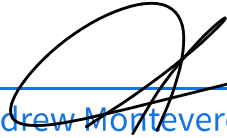


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Mark C. Surprenant (Mar 20, 2025 10:02 CDT)

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MARK SURPRENANT, COMMISSIONER



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Andrew Monteverde (Mar 23, 2025 17:35 CDT)

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ANDREW MONTEVERDE, COMMISSIONER