



THE SUNRISE CITY

FORT PIERCE
HUMAN RESOURCES
DEPARTMENT

Florida

DATE: 12/12/2025

TO: Civil Service Appeals Board Members

FROM: Jared S. Sorensen, HR Manager

SUBJECT: Summary Report for Michelle McClendon Termination Appeal

Ms. McClendon was hired by the City on April 16, 2018, as a Legal Assistant and her position was designated as Classified Service. On October 30, 2025, Ms. McClendon was terminated due to her performance and absenteeism. At the time of her termination, Ms. McClendon was informed that she must file a written appeal within 7 calendar days in accordance with the Personnel Rules and Regulations. On November 5, 2025, Ms. McClendon submitted her written request to appeal her termination to the Civil Service Appeals Board (CSAB).

Due to Ms. McClendon's position status as Classified Service, it is my opinion that the CSAB has jurisdiction and authority to hear this matter. Furthermore, I confirm that Ms. McClendon filed her appeal within the designated timeframe and is in conformance with the Rules and Regulations governing the CSAB.

It is my recommendation that the Board set the matter for hearing and instruct me to provide written notice to all parties involved.