



Alvin W. Keller, Jr.
Secretary

**NORTH CAROLINA
DEPARTMENT OF CORRECTION
Division of Community Corrections**

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Beverly Eaves Perdue, Governor



Timothy D. Moose
Director

July 19, 2010

Mr. Warren Turner
11543 Laurel View Drive
Charlotte, NC 28273

RE: Dismissal

Dear Mr. Turner:

Your dismissal from the Department of Correction for unacceptable personal conduct has been approved effective July 19, 2010 following an investigation initiated regarding allegations of unacceptable personal conduct.

On January 6, 2010, you signed the "Request and Approval Form for Secondary Employment" and were approved for secondary employment as a Charlotte City Councilman on January 29, 2010. That approval was made with the understanding that you may not be called off your Department of Correction job during work hours for the performance of any secondary work. By signing the form, you indicated you had read or had read to you and understood the policy governing secondary employment for the Department of Correction. The policy states the use of state resources or state time for the benefit of secondary employment shall be grounds for disciplinary action up to and including dismissal.

On March 25, 2010, at approximately 8:30 AM, Judicial District Manager Cynthia Mitchell, Assistant Judicial District Manager Mary Barnhardt, and Chief Probation Parole Officer William Bell met with you in Ms. Mitchell's office to discuss issues related to your secondary employment. During the meeting, you were instructed to keep your supervisor abreast of circumstances regarding allegations of sexual harassment against you by a City of Charlotte staffer. Also, Ms. Mitchell, Ms. Barnhardt and Mr. Bell indicate you were specifically advised not to conduct Charlotte City business during your scheduled work hours with the Division of Community Corrections. In addition, you were directed that should it become necessary for you to conduct any Charlotte City business during your work hours that you were to request leave. This meeting was documented in a memorandum prepared on March 25, 2010, from Ms. Mitchell, District 26 Judicial District Manager, to Debra DeBruhl, Division IV Administrator.

In blatant disregard of the directive issued to you on the morning of March 25, 2010, within an hour following the March 25th meeting you made or received numerous telephone calls on your

secondary employment phone from the City of Charlotte. By noon, you had been on your secondary employment City of Charlotte cell phone for 126 minutes, a number of which were related to your role as a Charlotte City Councilman and in defiance of the directive you had just been given.

Your normal work schedule is 8:30 AM – 5:30 PM except when you are working evening or weekend hours in order to make required field contacts with offenders. Phone records for your secondary employment City of Charlotte cell phone indicate that you made or received numerous calls during your scheduled work time. You have previously been provided copies of phone records referenced in this letter.

During the investigation, you were shown phone records from your city-issued cell phone from November 1, 2009 to April 1, 2010. You acknowledged in a written statement that you “find this amount of use of my phone calls received and outgoing calls shocking in the amount of traffic over this period.”

Specifically, during your scheduled work hours on March 25, 29, 30 and 31, 2010 you made or received 101 phone calls on your secondary employment cell phone issued to you by the City of Charlotte. These calls on four (4) work days totaled 835 minutes, almost 14 hours, and included calls to known City of Charlotte officials or employees, including City Councilman James Mitchell, City employee Tracy Swett, Charlotte City Human Resources Director Tim Mayes, City Manager Curt Walton, Charlotte Mayor’s office, Kevin Monroe, and City employee Carol Jennings.

During your scheduled work hours for April 2010, you made or received 308 phone calls on your secondary employment cell phone from the City of Charlotte. These calls totaled 2040 minutes, or 34 hours, and included calls to known City of Charlotte officials or employees.

During your scheduled work hours for five (5) days from May 3-7, 2010, you made a total of 124 calls for a total duration of 798 minutes or over 13 hours on your secondary employment cell phone issued to you by the City of Charlotte.

During a Pre-Disciplinary Conference on June 30, 2010, you acknowledged that you received numerous calls on your City of Charlotte cell phone during your DCC work hours but claimed that a number of these calls were not City of Charlotte business. However, you did not dispute that some of them are. Your conducting city of Charlotte business during your scheduled work hours with the Division of Community Corrections is a direct violation of the Department of Correction Secondary Employment policy as well as of the directive you received from your supervisors on March 25, 2010.

Conducting secondary employment business during your probation work hours constitutes unacceptable personal conduct which standing alone warrants dismissal.

On April 14, 2010, Ms. Barnhardt and Mr. Bell met with you and directed you to adhere to your work schedule and that if you needed to deviate from it you were to communicate this to Mr. Bell. You were also directed that you were not to go directly to the field or court without first reporting to the office unless you had notified Mr. Bell. A performance log entry was made documenting this.

On April 27, 2010, you were scheduled to work 8:30 AM to 5:30 PM. You completed an "Overtime Approval Request Form," which was submitted to Chief PPO Bell, requesting approval to work 3.5 hours of overtime. Your reason for the additional work hours was "seeing offenders and doing drug screens. System went down." This request was approved and your Employee Time Report as completed by you indicates you worked eleven (11) hours on April 27, 2010.

During the hours of 8:30 AM to 8:30 PM on April 27, 2010, you made or received 31 phone calls on your secondary employment cell phone issued to you by the City of Charlotte for a total of 144 minutes, which is almost 2 and one-half hours. Additionally, during your scheduled work hours, you went to your attorney's office where you participated in a television interview regarding your actions as a City Councilman, and did not request or receive permission to take leave from your probation duties.

On that same date, at 6:16 PM EDT an article, titled "Turner denies allegations; Foxx creates ethics review" by Steve Crump was posted on WBTV's website. This article was last modified prior to posting at 4:52 PM on April 27, 2010. The article states "While council members heard from an independent investigator Monday night, Turner and his lawyers shared his side of the story exclusively with WBTV in a lengthy interview Tuesday afternoon." In addition to the article, the website contains a 10 minute 32 second video clip of you, and your lawyers being interviewed by Mr. Crump.

Based on this article, phone records and your own admission during the Pre-Disciplinary conference you were at a meeting with your lawyers on Tuesday, April 27 and not at work as you were scheduled. Documentation does not exist to indicate you requested or were granted approval for time spent on personal and non-DOC business, including City of Charlotte business, on April 27, 2010.

Although you stated during the Pre-Disciplinary Conference that you used your lunch hour to go to your attorney's office, the amount of time spent on personal or non-DOC business far exceeded your lunch hour.

You signed your Employee Time Report on April 29, 2010, for the week including April 27, 2010. Although this time report indicates you worked 11 hours on April 27, 2010, evidence shows you did not work 11 hours on April 27, 2010, but spent much of that day on personal or non-DOC business, including an interview and making or receiving phone calls on your secondary employment cell phone from the City of Charlotte. Your attending to matters regarding your secondary employment during your scheduled work hours violates department policy on secondary employment and the directive issued to you on March 25, and the directive given to you by Chief PPO Bell on April 14. This constitutes insubordination which is unacceptable personal conduct. Your request for approval for 3.5 hours of overtime on this date and submission of a time report, which included hours you did not work, also constitutes unacceptable personal conduct.

The inescapable conclusion is that you have used state resources or state time for your secondary employment in direct violation of the Department's secondary employment policy which you acknowledged you understood when you signed your "Request and Approval Form for Secondary Employment" on January 6, 2010, and the March 25th directive of your supervisors.

A review of your caseload revealed a falsification by you in the case of Offender CC, an offender supervised by you. Documentation from the Salvation Army dated May 24, 2010, states Offender CC was a resident at the Salvation Army from July 17, 2009, until November 5, 2009 and has not resided there since that date. Also, Offender CC moved to his mother's home in Maxton, NC after leaving the Salvation Army Adult Treatment Center and was charged with communicating threats in Robeson County on January 24, 2010, and convicted of that offense on April 12, 2010. On March 4, 2010, you made an OPUS entry stating the offender is still at the Salvation Army Residence and Treatment. You recorded this entry as an HC1. When questioned about this during the investigation, you stated, "I confirm that they are there by talking to a staff member and enter HC1." DCC policy states, a HC1 contact is a "Home contact face-to-face with the offender at his/her residence." Therefore, your entry on March 4, 2010 stating that the offender was still at the Salvation Army Adult Treatment Center is a falsification of an offender's record and constitutes unacceptable personal conduct. You have previously been given a confidential document denoting who Offender CC and other offenders referenced in this letter are.

In addition to the incidents of unacceptable personal conduct outlined above, during the course of the investigation continued serious deficiencies in your work performance were identified some of which are outlined below.

On May 1, 2009, you were issued a written warning for unsatisfactory job performance and that written warning remains active. That written warning noted lapses in required contacts (field contacts, offender management contacts and criminal record checks) on a number of cases. You were directed in the May 1, 2009 written warning to make necessary improvements to avoid deficiencies in your caseload. You were instructed in writing in an Employee Action Plan issued to you on May 6, 2009, to "make contacts according to policy and ensure all contacts are entered into [Offender Population Unified System] OPUS within the set timeframe." In addition, you were issued documented coachings on October 14, 2009, and December 29, 2009 in which you were again coached for failing to provide supervision of offenders in accordance with DCC policy. Additionally you were coached on April 2, 2010, for your failure to attend scheduled training.

The Department of Correction Personnel Policy defines Unsatisfactory Job Performance "as work related performance that fails to satisfactorily meet job requirements as specified in the relevant job description, work standard or as directed by the supervisor(s) or manager(s) of the work unit."

The Division of Community Corrections Policy and Procedure Manual Section V. L Maintenance of Case Records states, "the Probation/Parole Officer will maintain up-to-date and detailed supervision contacts on the offender by recording all supervision contacts as they are made, but no later than the end of the next work day, using contact codes and definitions.

In addition to the incidents of unacceptable personal conduct as noted above, there are discrepancies in the dates you made OPUS entries regarding offender contacts in comparison to the dates you worked and recorded mileage on the state vehicle assigned to you. These are noted as work performance deficiencies in your supervision of offenders as identified further below.

A comparison of your time reports, work schedule and OPUS entries indicates between November 1, 2009, and April 17, 2010, you made OPUS entries indicating you completed home contacts on days you did not work (off days), holidays or days you did not drive the state vehicle assigned to you. The following are the identified cases:

<u>Date of HC</u>	<u>Offender</u>	<u>Issue</u>
11-15-09	Offender A	Off day
11-21-09	Offender B	Off day
12-12-09	Offender C	Off day
12-13-09	Offender D	Off day
1-8-10	Offender E	No miles driven
1-8-10	Offender F	No miles driven
1-8-10	Offender G	No miles driven
1-14-10	Offender H	No miles driven
1-14-10	Offender I	No miles driven
1-14-10	Offender J	No miles driven
1-17-10	Offender K	Off day
1-18-10	Offender L	MLK Holiday
2-11-10	Offender M	No miles driven
2-11-10	Offender N	No miles driven
2-16-10	Offender O	No miles driven
2-16-10	Offender P	No miles driven
2-16-10	Offender Q	No miles driven
2-20-10	Offender R	Off day
4-9-10	Offender S	Leave

A key responsibility of a Probation/Parole Officer is to maintain accurate and complete records to assure that offenders are in compliance with their supervision requirements. Probation/Parole Officers, as sworn officers of the court, are subject to be called before a judge to testify to the accuracy and validity of probation records at any time. An officer's testimony can have an impact on an offender's legal status and whether supervision is continued or revoked. Your failure to accurately complete mileage logs and documentation of home contacts on days when you did not work undermines the Department's ability to verify the entries related to home contacts. In your statement dated May 25, 2010 you admitted that you did not record your mileage on a daily basis as required by policy. Further, you admitted in your aforementioned written statement that you did not accurately record offender contacts. Specifically, you admitted that you do not enter offender contacts in a timely manner, which results in narratives being entered inaccurately. In the May 25, 2010 written statement you also admitted you had confused offenders with other offenders and had entered erroneous narratives.

Your failure to accurately supervise offenders and record offender narratives and contact codes per policy constitute unsatisfactory job performance.

Following is a sample of some of the more serious deficiencies found in an audit of your caseload. These deficiencies are representative of your poor performance of the sworn duties of a Probation Parole Officer, including carrying out the supervision of offenders in accordance with policy standards and documenting your supervision activities in OPUS narratives in a timely and accurate fashion. Your failure to provide appropriate supervision of these offenders assigned to your caseload and to timely and accurately record offender narratives and contact codes per DCC policy constitutes unsatisfactory job performance.

Offender 1: This case was a "transmittal case" that transferred from Scotland County 10/09/09 and which, under DCC policy, Section V.C, pg 3, C. Transmittals, you should have verified the offender's residence within 3 calendar days of the transmittal being assigned to you or no later than 10/12/09 and you should have begun supervision within 10 calendar days or no later than 10/19/09. Also under DCC policy, Section IV.A, pg 6, 5.INTERMEDIATE STANDARDS (Level I), A (2), you should have verified the offender's residence within 3 calendar days of case assignment. However you did not accept the case until 12/1/09 and did not verify the offender's residence until 12/14/09. In violation of policy, a weekend contact was not conducted until 2/14/10. By policy, Section IV.A, pg 6, 5.INTERMEDIATE STANDARDS (Level I), A (8), a weekend contact should have been conducted by 11/09/09. An initial drug screen, which by DCC policy Section IV.A, pg 6, 5.INTERMEDIATE STANDARDS (Level I), A (7) should have been completed by 11/09/09 but was not performed until 3/2/10. Court-ordered Community Service was never started and the offender's employment was never verified in violation of policy Section IV.A, pg 6, 5.INTERMEDIATE STANDARDS (Level I), A (10). A case plan was not developed in violation of DCC policy Section V.B, pg 2, 3.Case Plan Development]and the DCC-2, Acknowledgement and Monetary Conditions, forms were not completed and were not in the case file as required by DCC policy Section V.C, pg 2, (2). There were three (3) missed Offender Management Contacts (OMC) and at least six (6) missed Curfew checks in violation of DCC policy Section IV.A, pg 6, 5.INTERMEDIATE STANDARDS (Level I), A (3) and Section IV.A, pg 6, 5.INTERMEDIATE STANDARDS (Level I), B. The intensive sanction, which pursuant to DCC policy Section IV.A, pg 9, 6. Intensive was scheduled to end 4/5/10 was not ended as scheduled and OPUS was not updated.

Offender 2: Missed contacts include five (5) home contacts that you failed to conduct in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A. (2), and B, and one (1) warrantless search which you failed to perform in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A. (6). In violation of DCC policy Section V.B, pg 2, 3.Case Plan Development, a case plan was not completed and no DNA sample was taken in violation of DCC policy Section V.O, DNA Testing, pg 1, 2.Probation/Parole Officer Responsibility. A violation report in the case file had no matching judgment in violation of DCC policy Section V.C., pg 1, 1.Probation Cases, A. (3). The offender moved to Gaston County in March 2010 but a transfer was not completed until after your reassignment on April 27, 2010, in violation of DCC policy. Section V.G, pg 1, 1.Transfers, Transfer Procedure, (a), (b), (c), (d), (e), (f), (g), (h), (1), (2).

Offender 3: Case was assigned to you on 03/17/10 but you made no attempts to contact the offender as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (1), (2), (3), and B. Missed contacts include initial home contact, weekend contact,

drug screen, warrantless search, and two (2) OMC contacts in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (1), (2), (3) (6), (7), (8), and B.

Offender 4: In violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (1), (2), (3) (6), (7), (8), and B you made no attempts to contact or supervise the offender between 11/24/09 and 03/04/10. Also, you made no attempts to locate the offender after 03/31/10 in violation of DCC policy regarding offenders who are avoiding supervision Section V.I, Absconders, pg 1, General Provisions, 1. Requirements For Declaring An Offender an Absconder. Missed contacts include initial home contact, warrantless search, drug screen, three (3) home contacts, and five (5) OMC contacts in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2), (3) and B.

Offender 5: Offender supervision contacts that you failed to make as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2), (3) and B include six (6) home contacts and three (3) OMC contacts. The offender was never drug screened in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (7) and an offender photo was not taken as required by DCC policy Section V.C, pg 1, Processing New Cases, 1.Probation Cases, (8). You also failed to develop a case plan as required by DCC policy Section V.B, pg 2, 3.Case Plan Development.

Offender 6: Offender supervision contacts that you failed to conduct as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2), (3) and B include six (6) home contacts and four (4) OMC contacts. No offender photo was taken as required by DCC policy Section V.C, pg 1, Processing New Cases, 1. Probation Cases, (8) and no DNA sample was taken as required by DCC policy Section V.O, DNA Testing, pg 1, 2.Probation/Parole Officer Responsibility. Narrative entry states that the offender is not living at his approved address but no violation process was initiated and monetary arrears were not addressed in violation of DCC policy Section V.H, pg 1, 1.Violation Policy.

Offender 7: Your 5/1/09 Written Warning cited you for work performance deficiencies in your supervision of this case. Despite being on specific notice regarding supervision expectations of this case, you failed after 5/1/09 to make home visits as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2) and B, failed to make OMC contacts as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (3) and B, and made no weekend contacts in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (8) and B.

Offender 8: No home contact and no weekend contacts were conducted in this case as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2) (8) and B. A warrantless search was not conducted in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (8) and B. The initial drug screen was not performed until 04/20/10 in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (8) and monetary arrearage was not addressed as required by DCC policy Section V.H, pg 1, 1.Violation Policy. Offender has pending charge in Cabarrus County that should have been verified and case tolled as appropriate per DCC policy Section V.H, pg 10, Tolling the Period of Probation When New Criminal Charges Are Pending.

Offender 9: Case was assigned to you for courtesy supervision on 03/22/10 but you made no attempts to contact the offender as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (1), (2), (3), and B. Missed contacts that you failed to make include initial home contact, weekend contact, warrantless search, drug screen, and two (2) OMC contacts in violation of DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2), (3), (6), (7) (8) and B.

Offender 10: Your 5/1/09 Written Warning cited you for work performance deficiencies in your supervision of this case. Despite being on specific notice regarding the supervision expectations of the case, you failed after 5/1/09 to make home contacts and OMC contacts as required by DCC policy Section IV.A, pg 12, INTERMEDIATE STANDARDS (Level II) A, (2), (3), (6), (7) (8) and B. In fact, you made no effort to contact the offender after 5/1/09 until his arrest on 11/30/09 and you failed to initiate the violation process after 05/01/09 until 08/06/09 in violation of DCC policy Section V.H, pg 2, 2.Violation Response Procedures.

Offender 11: Missed contacts that you failed to make in this case include one (1) home contact and seven (7) OMC contacts in violation of DCC policy Section IV.A, pg 13, 7, COMMUNITY STANDARDS, A. (2) (3) and B. Additionally, a court-ordered prison tour was not conducted in violation of DCC policy Section IV.A, pg 13, 7, COMMUNITY STANDARDS, A. (6).

Offender 12: You had no contact with the offender from 07/16/09 until 11/08/09. Contacts that you failed to make include one (1) home contact, four (4) OMC contacts, and a court ordered prison tour in violation of DCC policy Section IV.A, pg 13, 7. COMMUNITY STANDARDS, A. (2), (3), (6), and Remaining 60 days: (1) and (2) and B.

Offender 13: You made no contact with the offender from 05/21/09 until 11/09/09. Missed contacts include one (1) home contact, six (6) OMC, FMS, and CRC contacts, and a prison tour in violation of DCC policy Section IV.A, pg 13, 7. COMMUNITY STANDARDS, A. (2), (3), (6), and Remaining 60 days: (1) and (2) and B. Also, you failed to address two (2) positive drug screens as required by DCC policy Section V.H, pg 1, 1.Violation Policy and pg 2, 2.Violation Response Procedures.

Offender 14: You made no attempts to contact the offender since 01/05/10 in violation of DCC policy requirements Section IV.A, pg 13, 7. COMMUNITY STANDARDS, A. Remaining 60 days: (1) and (2) and B.

A Pre-Disciplinary Conference was conducted on June 30, 2010 to provide you an opportunity to respond to the proposed recommendation. The information you presented was considered, however, the information you offered provided does not mitigate the seriousness of your actions.

The Secondary Employment Form you signed on January 6, 2010 and the March 25, 2010 meeting with your supervisors provided you with clear direction regarding the need to separate your secondary employment from your position as a Probation /Parole Officer. Yet, following the March 25, 2010 directive to May 7, 2010, you used your secondary employment cell phone for 3,673 minutes or 61 hours during your scheduled DOC work hours.

Conducting secondary employment business during your probation work hours and falsification of offender records each constitute unacceptable personal conduct.

Further, a key responsibility of a Probation/Parole Officer is to maintain accurate and complete records to assure that offenders are in compliance with their supervision requirements. Probation/Parole Officers, as sworn officers of the court, are subject to be called before a judge to testify to the accuracy and validity of probation records at any time. An officer's testimony can have an impact on an offender's legal status and whether supervision is continued or revoked. Your failure to accurately complete mileage logs and documentation of home contacts on days when you did not work undermines the Department's ability to verify the entries related to home contacts. Your failure to accurately supervise offenders and record offender narratives and contact codes per policy constitute unsatisfactory job performance.

Your actions have created a situation in which management has lost confidence in your ability to effectively carry out your duties and responsibilities as Probation/Parole Officer.

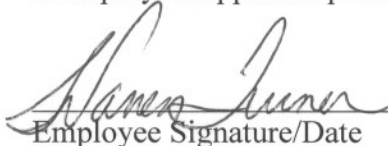
Since you are non-probationary, you may file an internal appeal of this action by writing DOC-OFFICE OF THE SECRETARY, ATTENTION MEDIATION INTAKE COORDINATOR, 214 W. JONES STREET, MSC 4201. RALEIGH, NORTH CAROLINA 27699-4201; or FAX to (919) 716-3794 within fifteen (15) calendar days of receipt of this letter. This appeal may be delivered by any means you choose, however, it must be received in the Office of the Secretary on or before the 15th calendar day after receiving this letter in order to be timely filed. Failure to comply will mean your appeal will not be heard.

Sincerely,



Debra F. DeBruhl
Division IV Administrator, DCC

I acknowledge receipt of this letter, the Mediation Policy and Procedures, and a copy of the Step 1 Employee Appeal request Form.



_____, 7-19-2010
Employee Signature/Date



_____, 7-19-10
Witness Signature/Date

cc: Division Office
Personnel File

Mediation Step (1)

(06/06)

Employee Appeal Request Form TO BE COMPLETED BY THE APPEALING EMPLOYEE

STEP (1) STEP (1) STEP (1) STEP (1) STEP (1) STEP (1) STEP (1) STEP (1) STEP (1) STEP (1) STEP (1)

INSTRUCTIONS: Employees that wish to file a Step (1) appeal must complete this form. Please note that an Appealing Employee must file at Step (1) before filing at Step (2). Complete the section below and submit this form to the DOC Mediation Intake Coordinator at 214 West Jones Street, MSC 4201, Raleigh, NC 27699-4201 (fax# 919-716-3794). Please provide the following information:

Name: _____
First / M.I. / Last

Unit Name: _____

Position Title: _____

Position #: _____

Home Mailing Address: _____
Street/ P.O. Box / City / State/ Zip Code

Home Phone#: _____ Work Phone#: _____ Work Schedule: _____
(M-F, 1st/2nd Shift, 8 to 5 etc.)

Nature of Dispute (*check one*):

TAP APPEAL

DISCIPLINARY APPEAL

ADMINISTRATIVE GRIEVANCE

☐ Overall Rating

☐ Appealable Written Warning

☐ Denial of promotion due to failure to post

☐ Demotion

☐ Failure to give promotional priority over outside applicants

☐ Dismissal

☐ Failure to give reduction in force reemployment consideration

☐ Failure to give policy-making/confidential exempt status priority reemployment consideration

☐ Failure to follow systematic procedures in reduction in force (not alleging discrimination)

☐ The inclusion of inaccurate or misleading information in the personnel file

☐ Policy and federal entitlement violations (Fair Labor Standards Act, Family Medical Leave Act etc.)

Date of activity being appealed: _____

Please list the main issues or concerns regarding your appeal.:

(Attach additional sheets, if necessary.)

Employee Signature: _____

Date: _____

To be considered timely, appeals must be received in accordance with the time frames identified in the Disciplinary, Grievance and TAP Dispute Resolution review policies and procedures. Failure to comply within the time frames will invalidate the appeal and no further review will be given.