

NOTICE OF DISCIPLINARY HEARING

To: [REDACTED]

From: James M. Adams, RS, MPH

Date: February 14, 2011

CC: File

This is a formal notice that I am directing you to appear at an investigatory hearing that I will conduct to determine if the possible instances of employee misconduct that I briefly summarize in this memo may warrant disciplinary action including suspension, termination, or other disciplinary action. This investigatory meeting will take place on February 17, 2011 at 3:30 PM in my office. At that time you will have an opportunity to answer the allegations that I am raising in this letter as well as to present any information about the incidents at issue.

I am holding this hearing for various reasons, including:

1. On February 14, 2011 you failed to report to work during your scheduled time in violation of section 207.12 of the Canton City Health Code.

At the conclusion of the meeting, I will assess all relevant and appropriate information and make a determination as to what action, if any, should be taken.

SERVICE:

I certify that a copy of this notice was served to the individual named by personal service at the Canton City Health Department.

// [REDACTED] //

Name

// 2/16/2011 //

Date of Service

Record of Disciplinary Hearing for [REDACTED]

Date of Hearing: 2/17/2011 at 3:30 PM

Location: Health Commissioner Office

Attendees: [REDACTED]

Facts:

A "Laudermill Notice" of a disciplinary hearing was provided to [REDACTED] on 2/16/2011 by her supervisor, [REDACTED]. On February 11, 14, and 15, 2011 she failed to report to work during scheduled work time due to a [REDACTED]. Evidence of a physician appointment and diagnosis was provided. She had no sick leave balance and was absent from work without compensated leave for that period in violation of section 207.12 of the Canton City Health Code.

It was noted that [REDACTED] was notified of a similar occurrence on 6/11/2010 by her supervisor.

During the hearing [REDACTED] apologized for the infraction and offered to make up the time that was lost as well as sign an agreement that any further uncompensated absences would result in immediate termination. [REDACTED].

Determination:

After considering the facts presented at this hearing I have determined that [REDACTED] violated section 207.12 of the Canton City Health Code and was absent without leave.

After some discussion, it was decided that an appropriate disciplinary action would be as follows:

[REDACTED] would sign a "last chance" agreement stipulating that (1)there would be no further uncompensated absences for the duration of her employment; (2) [REDACTED] would contact the employee assistance program (CONCERN) for help in managing her use of sick leave and successfully follow any treatment plan recommended by CONCERN; and (3)there would be no other violation of the Canton City Health Code (personnel policies) for the duration of her employment with the department.

_____ DRAFT _____
Health Commissioner