

60

MEMORANDUM

Date: August 8, 2014

To: M. Brian Cooper, Neighborhood Services Director

From: Edward F. Sisson, Human Resources Administrator

Through: Colleen Castille, City Administrator

Re: Written Reprimand – Insubordination, Failure to Respect the Proper Chain of Command, and violation of conduct standards.

Mr. Cooper:

This written reprimand is a result of the actions you took August 7, 2014, where you publicly chose to call names to our Mayor, and the discovery that you hired staff without going through the proper protocol and procedure. Specifically, you were found to have completed the following undesirable behaviors:

- When speaking to the Mayor you addressed him publically with a derogatory term.
- After being counseled verbally in the past as to the protocol to follow when filling certain vacancies, you continued to operate outside of the prior discussed parameters.
- Behavior that is unbecoming of a City Official.

Together these actions are considered to be violations of insubordination in failing to properly follow protocol when filling vacancies within your Department and for acting in a manner that is not of utmost professional courtesy and tact therefore not holding the City in a positive light.

The work your do on behalf of the City is valued and important. It is equally important that established policies and procedures are observed by each and every employee to ensure that we represent the City in the best light possible. You are expected to follow Management instruction when filling your vacancies and you are expected to address other City Officials in a professional and courteous manner.

Your compliance with established policies and procedures is expected. A copy of this will be placed in your personnel file and your failure to comply as listed above will result in further disciplinary action.

Edward F. Sisson

Edward F. Sisson – Human Resources Administrator

8-8-14

Date

M. Brian Cooper

M. Brian Cooper, Director of Neighborhood Services

K. J. Kelly

Witness