



MEMORANDUM

DATE: DECEMBER 15, 2015
TO: ALAN WAUFLE, ASSISTANT MOCA DIRECTOR
FROM: ARTHUR SOREY, INTERIM CITY MANAGER *A. Soresy*
RE: END ADMINISTRATIVE LEAVE/COMMENCE THREE (3) DAY
SUSPENSION

Issue:

Your paid administrative leave ends at 5:00 p.m. today. You are being suspended for three (3) days.

Explanation:

A complaint alleging inappropriate gender language was filed against you. Portions of the complaint were affirmed by witnesses and admitted by you. Due to your almost nine years of tenure with the city without previous incident, I have determined, after discussions with the Personnel Administration Director and the Interim City Attorney, that the proper discipline is a three (3) day unpaid suspension.

As Assistant MOCA Director you are responsible for setting a professional atmosphere for employees to be productive and effective. Any recurrences of this behavior will be met with swift and severe consequences.

Recommendation:

You are hereby suspended beginning 8:00 a.m. Wednesday, December 16, 2015 and ending 5:00 p.m. Friday, December 18, 2015.

CC: Interim City Attorney
Personnel Administration Director