

Dear Bob MacDonald –

Thank you for submitting your job termination appeal request. A 3-person, professional staff appeals committee has anonymously reviewed all pertinent information & evidence. Your name & all identifying information was removed from the appeal documents & no professional staff member with extensive direct knowledge of your job performance was permitted to serve on the appeals committee. The committee considers all presented factors related to the termination and takes great care in making such decisions. According to your employment contract, **this decision is final**. The following factors contributed to this decision:

The contract indicates “staff members are expected to enforce all University rules, policies, and regulations. Staff members are expected to uphold their status as a role model and abide by all University policies.” You self-disclosed verbally & in writing that you were negligent in addressing &/or documenting multiple incidents during your tenure.

The contract indicates “staff members will abide by the Code of Conduct and Employment Codes at all times.” Staff members found responsible for violating any portion of Conduct and Employment codes are subject to removal from the position. Four professional staff members observed you providing false information during a meeting. A prior investigation also provided a preponderance of evidence that you provided false information to your supervisor on at least one occasion during the 2021 Fiscal year.

The contract indicates “LCR reserves the right to rescind any employment offer if the candidate no longer meets basic employment requirements, violates contractual obligations, and/or the department would be negatively impacted by the candidate’s hire.” During your past two Plan of Improvement meetings, you self-disclosed verbally & in writing that you would improve your communication, time management, professionalism and general job performance. Your professional staff supervisor & the appeal body observed little-to-no consistent improvement honoring either of the Plans of Improvement as multiple employment violations & infractions occurred thereafter.

The contract indicates “if a professional staff member violates these terms, they will self-report the violation(s) to their direct professional staff supervisor within 24 hours.” On multiple occasions, you failed to self-disclose violations as required. Further, on multiple occasions, you either verbally or in writing admitted to failing to comply with this job expectation.

Additionally, the committee yielded an unanimous decision based upon the following factor(s) or job performance concern(s):

1. The excessive number (14) of job-related infractions as well as the preponderance of the evidence submitted that most or all of the violations had occurred.
2. Lack of evidence presented in the appeal that the job infractions had not occurred as written.

3. Admittance in the appeal or to professional staff that multiple job infractions had occurred.
4. The lack of improvement after Plan of Improvement meetings.

If you have any additional questions regarding expectations, contact Human Resources Director John Smith.

We wish you well in your future endeavors.

Respectfully,
The Appeal Committee Chair, Deborah Kline