

Jenee Westberg leave usage

Date	SL	VA	Comptime	Comments
1/11/2008			5	Used in place of Vacation
1/12/2008			10	Used in place of Vacation
1/25/2008			2	CT, approved day after used
1/27/2008			2.5	CT, approved same day
1/28/2008		10		VA, approved by phone 2/7
2/9/2008	2			SL
2/10/2008	10			SL
2/11/2008	10			SL
3/3/2008			1.5	S/B 3/2, approved same day
3/9/2008	10			SL
3/13/2008		10		13-16 approved in January
3/14/2008		10		"
3/15/2008		10		"
3/16/2008		10		"
3/20/2008			2.75	CT, employee made slip 3/20,
3/21/2008			5.75	approved 4/4
3/30/2008			4	CT, approved same day
4/3/2008	4			SL
4/12/2008			10	CT, approved on 4/10
4/13/2008			0.67	CT, Emp. made slip 4/13, appr. 4/25
4/18/2008	10			SL
4/24/2008	10			SL
4/27/2008			2.5	CT, approved same day
5/4/2008			10	CT, Emp. made slip 5/1, appr. 5/2
5/9/2008	5			SL
5/17/2008	10			SL
5/18/2008	10			SL
6/7/2008			10	CT/VA, Emp. made slip 5/24, appr.
6/8/2008		10		5/24

Dickie, Melinda

From: Dams, Al
Sent: Tuesday, June 10, 2008 2:35 PM
To: Dickie, Melinda
Subject: FW: ACO Westberg

Al Dams
Acting Manager
King County Animal Care and Control
21615 64th Ave. S
Kent, WA 98032
MS: KAS-ES-0100
PH: 206-205-6306
FX: 206-205-8043

My email address is changing to al.dams@kingcounty.gov. Please make a note in your address book.

From: Diel, John
Sent: Saturday, May 17, 2008 5:51 PM
To: Wakefield, Jane
Cc: Dams, Al
Subject: ACO Westberg

Jane,

This morning ACO Westberg did not report to duty and did not call me to advise. Sometime between 0730-0800 hrs Sgt. Couvion checked his VM and a message was left by ACO Westberg she was calling in sick for the day. I called ACO Westberg's cell phone and left her a message advising her to call me when she is sick not the field Sgt. since I am her supervisor while she is assigned to the shelter. In addition, I advised her to get a DR's note for her sick leave. Lastly, I inquired as to the location of four rabbits and four doves missing from the shelter and reflected as such on the published inventory for today. According to both you and Sgt. Couvion, neither gave ACO Westberg permission to foster, rescue or adopt the rabbits and/or doves.

Later in the afternoon, ACO Westberg returned my call and informed me she had a doctors note for both Sat and Sun to be excused from work. She also informed me she took the rabbits and the doves. ACO Westberg first stated she received permission from Dr. Christensen. I reminded her Dr. Christensen was on vacation and she said they had a conversation due a medical issue a rabbit had during surgery. None of the rabbits in question had any recent surgery. She then said Dr. Bill gave her permission to take the rabbits and ACO Cleveland told her to take the doves, whereas, she took the doves to her boyfriends. All of the rabbits and doves were still showing in Kent. This has since been reflected appropriately. I advised her ACO Cleveland does not have the authority to give staff permission to take animals without getting prior approval through a supervisor. Staff are always required to get permission from a supervisor prior to taking animals into foster, rescue and/or adoption. She said she would return the animals, but I advised her to keep them until a final decision is made by Sgt. Wakefield on Monday since she is off sick today and Sunday.

After speaking with ACO Westberg, I spoke to ACO Cleveland who stated she did not give permission to ACO Westberg to take the doves nor does she believe she has the authority to do so without going through a supervisor. ACO Cleveland did say ACO Westberg did ask her if she had rescue for the doves, but at the time she did not. Later I asked Dr. Bill if he gave ACO Westberg permission to take the rabbits into foster and he

stated by her request he gave her permission to take an injured rabbit into foster on Thurs. and again at her request he gave her permission to take an additional rabbit home for the benefit of the first one. At no time does he recall authorizing her to take all four rabbits home.

This is a true and correct statement.

Sgt. John Diel

From: Couvion, Steve
Sent: Saturday, May 17, 2008 10:20 AM
To: Diel, John; Dams, Al; Wakefield, Jane
Subject: Westberg Absenteeism

John:

Jenee Westberg has been absent the following days from March 2008 to the present:

05/17/08	10 hrs. Sick Leave
05/10/08	5.0 hrs. Sick Leave
05/04/08	10 hrs. Comp. taken (Prior Approval)
04/27/08	2.5 hrs. Comp Taken
04/24/08	10 hrs. Sick Leave
04/13/08	.67 hr. Comp Taken
04/03/08	4 hrs. Sick Leave
03/30/08	4 hrs. CT
3/21/08	5.5 hrs. CT
03/20/08	2.75 Comp Taken
03/13/08 – 3/16	40 hrs. Vacation (Prior Approval)
03/09/08	10 hrs. Sick Leave
03/02/08	1.5 Comp Taken

Dickie, Melinda

From: Dams, Al
Sent: Tuesday, June 10, 2008 2:35 PM
To: Dickie, Melinda
Subject: FW: Westberg Absenteeism

Al Dams
Acting Manager
King County Animal Care and Control
21615 64th Ave. S
Kent, WA 98032
MS: KAS-ES-0100
PH: 206-205-6306
FX: 206-205-8043

My email address is changing to al.dams@kingcounty.gov. Please make a note in your address book.

From: Couvion, Steve
Sent: Saturday, May 17, 2008 10:20 AM
To: Diel, John; Dams, Al; Wakefield, Jane
Subject: Westberg Absenteeism

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Dickie, Melinda

From: Dams, Al
Sent: Tuesday, June 10, 2008 2:36 PM
To: Dickie, Melinda
Subject: FW: OFFICER WESTBERG

Al Dams
Acting Manager
King County Animal Care and Control
21615 64th Ave. S
Kent, WA 98032
MS: KAS-ES-0100
PH: 206-205-6306
FX: 206-205-8043

My email address is changing to al.dams@kingcounty.gov. Please make a note in your address book.

From: Kranig, Gary
Sent: Monday, May 26, 2008 11:41 AM
To: Dams, Al
Cc: Wakefield, Jane
Subject: OFFICER WESTBERG

AL.
ON SAT. 5-24-08, JENEE SUBMITTED AN ABSENCE REQUEST FORM ASKING TO HAVE SUNDAY 5-25-08 OFF USING HER COMP. TIME. ALTHOUGH WE HAD PASSED EACH OTHER SEVERAL TIMES AND SPOKE BRIEFLY, SHE NEVER MENTIONED ANYTHING ABOUT TAKING OFF ON SUNDAY. INSTEAD, SHE WAITED UNTIL I WAS OUT OF MY OFFICE FOR A FEW MINUTES BEFORE SHE WENT IN AND LEFT THE FORM ON MY DESK. WHEN I SAW THE FORM, I WENT TO SGT. DIEL AND ASKED HIM IF HE KNEW HOW MUCH COMP. TIME JENEE HAD. HE DIDN'T KNOW. WE DISCUSSED HER TAKING OFF AND I ADVISED HIM THAT I DID NOT FEEL IT WOULD BE A GOOD IDEA TO HAVE TWO DAYS IN A ROW, ONE BEING A HOLIDAY, WITH ONLY FOUR KENNEL STAFF ON DUTY ESPECIALLY AFTER WHAT HAPPENED THE LAST HOLIDAY WHEN NATHAN WAS HERE DOING HIS AUDIT. JOHN AGREED, BUT SAID IT WAS MY DECISION BUT HE WOULD SUPPORT WHAT EVER I DECIDED. AFTER THINKING IT OVER FOR A WHILE, I WENT TO JENEE AND ADVISED HER THAT I COULD NOT AGREE TO HER HAVING THE DAY OFF AND I WOULD HAVE TO DENY HER REQUEST AND TOLD HER MY REASONS. SHE SAID SHE UNDERSTOOD. I ADVISED HER THAT I HAD TO LEAVE TO DO A KENNEL INSPECTION AND DELIVER A NOTICE AND ORDER IN SHORELINE AND I WOULD GIVE HER THE COPY OF HER REQUEST FORM WHEN I RETURNED.

AFTER I COMPLETED MY INSPECTION, I WAS HEADING SOUTH ON I-5 RETURNING TO THE SHELTER WHEN JOHN CALLED ME ON THE CELL PHONE AND ADVISED ME THAT JENEE HAD FILLED OUT ANOTHER REQUEST FORM TO TAKE THE 25TH OFF AND ASKED HIM TO APPROVE IT. JOHN ADVISED JENEE THAT HE KNEW THAT I HAD ALREADY DENIED THE REQUEST AND TOLD HER THAT HE WAS NOT GOING TO APPROVE ANYTHING. JENEE TOLD HIM THAT I HAD NOT GIVEN HER THE COPY OF THE FORM DENYING HER REQUEST.

WHEN I RETURNED TO THE SHELTER AT 15:53 HOURS, I WENT INTO MY OFFICE TO GET JENEE'S COPY AND GIVE IT TO HER. THE ENTIRE REQUEST FORM WAS NOWHERE TO BE FOUND. SINCE I KNEW I HAD ALREADY SIGNED IT AND LEFT IT ON MY DESK, I WENT TO JOHN AND ASKED HIM IF HE HAD SEEN IT. HE SAID HE HAD NOT TOUCHED IT. I THEN WENT TO JENEE AND ASKED HER IF SHE TOOK HER COPY OF HER REQUEST OFF MY DESK AND SHE TOLD ME THAT SHE DID. I ASKED HER

WHERE THE REST OF THE FORM WAS AND SHE ADVISED ME THAT SHE TOOK IT AND THAT IT WAS IN HER BOX IN THE HALLWAY UNDER SOME OTHER PAPERS. I WENT AND RETRIEVED THE FORM AND LEFT HER COPY IN HER BOX. I FEEL THIS ATTEMPT BY JENEE TO DO AN END RUN IN ORDER TO GET WHAT SHE WANTED SHOWS A LEVEL OF DISHONESTY THAT, IF ALLOWED TO CONTINUE, COULD HURT THE REPUTATION OF THE ENTIRE DEPT. AND CANNOT BE ALLOWED TO CONTINUE.

ON SUNDAY, 5-25-08. WHEN I ARRIVED AT THE SHELTER, AT 07:44, JENEE WAS NOT IN YET. I CHECKED THE VOICE MAIL ON THE SGT. LINE AND THERE WAS A MESSAGE FROM HER ADVISING THAT SHE WOULD BE LATE AS SOMETHING SPOOKED HER HORSES DURING THE NIGHT AND THEY HAD GOTTEN OUT AND SHE HAD TO GET THEM BACK IN AND REPAIR THE FENCE. I CANNOT VERIFY WHAT TIME SHE ARRIVED BUT I DID SEE HER IN THE BAY FOR THE FIRST TIME WHEN I WENT OUT TO DO MY ROUNDS AT 08:25. SHE SAID SHE GOT IN ABOUT 08:00. LATER IN THE DAY. SHE ASKED IF SHE COULD GO HOME EARLY AND I TOLD HER SHE COULD TAKE HER LUNCH AT THE END OF THE DAY AND LEAVE AT 17:30 PROVIDED ALL HER WORK WAS DONE. BEFORE SHE LEFT, I WENT THROUGH HER AREA VERIFIED THAT ALL HER WORK HAD BEEN COMPLETED AND ALLOWED HER TO LEAVE.

SINCE I WAS APPOINTED AS ACTING SGT OVER THREE MONTHS AGO, JENEE HAS NOT WORKED A FULL DAY ON ANY SUNDAY. SHE HAS EITHER COME IN LATE, LEFT EARLY, OR BOTH, OR CALLED IN SICK, WITH THE EXCEPTION ON ONE SUNDAY WHEN SHE WAS ON VACATION. THIS PUTS A BURDEN ON HER FELLOW STAFF MEMBERS AS THEY HAVE TO FILL IN FOR HER. THE NATURE OF THIS JOB REQUIRES A CERTAIN LEVEL OF TRUST IN THE STAFF TO DO THEIR WORK WITHOUT A SUPERVISOR HOVERING OVER THEM FOR THE FULL DAY. JENEE HAS REPEATEDLY SHOWN THAT SHE CANNOT BE TRUSTED WITHOUT BEING WATCHED EVERY MINUTE. ON ONE SUNDAY A FEW WEEKS AGO, SHE CAME IN LATE AND FILLED OUT AN ABSENCE REQUEST FORM TO TAKE COMP. TIME FOR THE AMOUNT OF TIME SHE WAS LATE. THERE WAS A DIFFERENCE OF 15-30 MINUTES BETWEEN THE TIME SHE SAID SHE GOT HERE AND THE TIME I SAW HER PULL IN THE LOT. I BROUGHT THIS TO SGT. WAKEFIELD'S ATTENTION AND SAID I WOULD NOT SIGN IT UNTIL IT WAS CORRECTED. I BROUGHT IT TO JENEE'S ATTENTION AND ALL SHE SAID WAS "OH, OK".

SGT. COUVIAN HAS CHECKED JENEE'S ATTENDANCE RECORD AND SUBMITTED IT TO MANAGEMENT FOR REVIEW SO I WILL NOT GO INTO IT FURTHER, HOWEVER I WOULD LIKE TO SUM UP SOME OF MY CONCERNS REGARDING MY LEVEL OF TRUST IN JENEE.

AS A FIELD OFFICER ON NIGHT CALL, JENEE TOOK A COUNTY VEHICLE TO HER FRIENDS HOUSE CROSSING THE TACOMA NARROWS BRIDGE AND SAID NOTHING UNTIL SHE GOT CAUGHT BY A DOT CAMERA RUNNING THE TOLL BOOTH AND WAS CITED. SHE GOT PULLED OVER IN HER PERSONAL VEHICLE AND FLASHED HER COUNTY ID AND BADGE IN AN EFFORT TO GET OUT OF A CITATION AND WAS CITED FOR AMONG OTHER THINGS DRIVING WITHOUT INSURANCE, AS NOTED ABOVE, I HAVE CAUGHT HER BEING LESS THAN HONEST ABOUT THE TIME SHE ARRIVED AT WORK. ALL OF THIS FORCES ME TO ASK WHEN SHE PUTS IN FOR OVERTIME FOR STAYING LATE AND THERE WAS NO ONE TO VERIFY WHAT TIME SHE REALLY LEFT, DID SHE REALLY STAY AND WORK UNTIL THE TIME SHE SAID SHE LEFT? HOW MANY TIMES DID SHE USE THE COUNTY VEHICLE FOR PERSONAL USE AND DID NOT GET CAUGHT? AND HOW MANY TIMES DID SHE GET PULLED OVER AND GET AWAY WITH FLASHING HER BADGE TO AVOID A TRAFFIC CITATION.

MY MINIMUM RECOMMENDATION AS TO ANY DISCIPLINARY ACTIONS THAT MAY BE TAKEN ARE AS FOLLOWS. I DO NOT THINK SUSPENSION IS IN ORDER AS THIS PUNISHES THE REST OF THE STAFF MORE THAN IT DOES JENEE. I DO HOWEVER FEEL THAT SHE SHOULD AT LEAST BE PLACED ON PROBATION FOR NOT LESS THAN THREE MONTHS TO IMPROVE HER ATTENDANCE AND TO REBUILD A LEVEL OF TRUST WITH MANAGEMENT. DURING THIS TIME, NO OVERTIME REQUEST BE APPROVED UNLESS THE TIME CAN BE VERIFIED WITH ANOTHER STAFF MEMBER OR A SGT. AND SHE MUST CHECK IN WITH A SGT FIRST THING IN THE MORNING AND CHECK OUT WHEN SHE LEAVES. ALONG WITH ANY OTHER CONDITIONS MANAGEMENT MAY FEEL IS IN ORDER.

THANK YOU.....ACTING SERGEANT GARY E. KRANIG



King County


Department of Executive Services
Records, Elections and Licensing Services Division

Animal Services and Programs Section

21615 – 64th Ave. S
Kent, WA 98032
(206) 296-PETS FAX (206) 205-8043

March 9, 2007

TO: Jenee Westberg, Animal Control Officer

FM: Al Dams, Acting Manager 

RE: Letter of Corrective Counseling on Attendance

The purpose of this Corrective Counseling letter is to follow-up on counseling provided to you by Supervisors regarding your attendance. Specifically, your attendance was not acceptable during the last quarter of 2006, and you were late for work again in January 2007.

The overall efficiency of a work unit is the responsibility of all assigned to the unit. Regular and reliable attendance is a critical component that allows the work unit the ability to plan and administer critical work assignments. Co-workers count on each other to work together to attain success at completing these assignments.

On several occasions both Sergeant John Diel and Sergeant Steve Couvion have discussed your tardiness with you and have verbally counseled you about your tardiness and absences. On July 22, 2005, Sergeant Couvion issued you an Attendance Improvement Plan memorandum based on attendance issues between May and July of 2005.

There have been periods following the issuance of the Attendance Improvement Plan in which your attendance has been acceptable, but in the last quarter of 2006, you again were counseled on attendance issues, specifically being late to work. The most egregious incidents occurred on December 10, 2006 when you were 3.5 hours late, and on October 23, 2006 when you were 4 hours late. You were also late on September 21, 22, and 28, and December 1. On January 28, 2007 you were 3.5 hours late and on March 8, 2007 you were one hour late.

Your unexpected tardiness interferes with our ability to manage the day-to-day tasks effectively and unfairly burdens others with an unequal share of the workload both in the field and the shelter.

As Sergeant Couvion discussed with you on December 10, 2006, you must make the necessary arrangements to assure a contingency plan that will support and reinforce your endeavors to be punctual. Progress in your punctuality and attendance is your ultimate responsibility. Unfortunately, you were late again on January 28, 2007 and March 8, 2007.

You are a valuable employee in the Animal Services and Programs Section. You being focused on improving your punctuality and attendance is a critical step in our ability to achieve optimum customer service delivery in both the shelter and in the field. Our mutual goal is for you to continue to be a positive contributor to this valued service.

King County Animal Services has an important mission: promoting the humane treatment of animals and responsible pet ownership, and protecting the public and its property. In achieving that mission, we must focus on providing the best customer service possible to all of our customers, including the public, the animals we are responsible for, our co-workers, and our dedicated volunteers. And we must do every thing we can to ensure that King County Animal Services is a trusted and respected part of our community.

I have attached the Records, Elections and Licensing Services Division Workplace Expectations, part of the Division Employee Handbook, as a reminder to you of the standards we have for every employee. These Workplace Expectations have been provided to you previously, and I am providing these again so that the expectations are clear. I know you can appreciate these standards, and I'm confident of your ability to work by them.

cc: Jim Buck
Anne Bruskland
Sean Bouffiou



King County

Records and Licensing Services Division

Department of Executive Services
King County Administration Building
500 Fourth Avenue, Room 411
Seattle, WA 98104-2337
206-296-1540 Fax 206-296-4029
TTY Relay: 711

October 30, 2008

TO: Jence Westberg, Animal Control Officer

FM: Carolyn Ableman, Division Director

RE: Notice of Discipline

received 11-4-08
Jence Westberg
Carolyn Ableman
Dates of susp. are 11/9/08
11/26/08
12/1/08
12/24/08

The purpose of this letter is to inform you of my decision regarding the proposal to suspend you from work for four (4) days / forty (40) hours without pay. On October 21, 2008, a Loudermill meeting was held to discuss the proposed action as detailed in the September 26, 2008 proposed discipline letter.

During our meeting, you stated that you chose not have any union representation present. Additionally, you stated that you had no additional information you believed was relevant to the issue. Because you did not present any evidence to suggest you did attend the training on June 19, 2007, I have no other recourse than to uphold the decision to suspend you from work for four (4) days / forty (40) hours without pay. You will need to discuss with Tom Brown, Acting Assistant Manager, when you will serve this suspension. The suspension must occur no later than January 15, 2009. Please be advised that repeated incidents of the nature described in your Loudermill letter will not be tolerated and will be subject to appropriate disciplinary action up to and including termination.

You are advised that you may grieve this action through the grievance procedures provided in your Collective Bargaining Agreement. By copy of this letter, your union is being advised of this action.

If you believe that your most recent actions are a result of personal, behavior or medical conditions, I would encourage you to contact the King County Employee Assistance Program (EAP) at (206) 263-4752. Cooperation with the EAP will not preclude progressive disciplinary action should you not meet the above expectations and directives.

Please contact Mr. Brown at (206) 205-6306 if you have any questions.



King County

Records and Licensing Services Division

Department of Executive Services

King County Administration Building

500 Fourth Avenue, Room 411

Seattle, WA 98104-2337

206-296-1540 Fax 206-296-4029

TTY Relay: 711

HAND DELIVERED BY TOM BROWN ON SEPTEMBER 26, 2008

September 26, 2008

Jenee Westberg
32830 SE 309th ST
Ravensdale, WA 98051

RE: Proposed Discipline - Four (4) Day Suspension

Dear Ms. Westberg:

The purpose of this memorandum is to inform you that I am proposing suspending you for four (4) workdays without pay for theft of county time and dishonesty during the course of an investigation. These actions are subject to discipline in accordance with Section 16 of the King County Personnel Guidelines. The basis for this proposal follows.

On June 19, 2007, you were registered to attend a *Stress Management for Women* training in Puyallup sponsored by Code 4 Public Safety Education Association, Inc. On July 30, 2007, Sergeant Jane Wakefield contacted the vendor inquiring when an invoice would be sent to King County in order to process the payment. At that time, the representative from Code 4 advised Sergeant Wakefield that though they had received your pre-registration on June 11, 2007, you were not marked down as attending the course. Code 4 stated that had you attended the course, you would have received a certificate at the end of the day; however, they were still in possession of your certificate at the time Sergeant Wakefield had made her inquiry.

On March 6, 2008, you met with Melinda Dickie, Human Resources Manager, at which time you stated that Al Dams, former Acting Animal Services Manager had requested a copy of the certificate sometime late summer and again in the early fall of 2007. You stated you had put a copy of the certificate in Mr. Dams' office on two occasions. You told Ms. Dickie that the training was a half day morning seminar on June 19, 2007 and after the training, you returned to work in the afternoon to complete your shift. During your meeting with Ms. Dickie, she requested that you please provide her a copy of the certificate. You told Ms. Dickie you would provide her a copy; however, you were uncertain as to where the copy would be due to various moves you have had in the last year and that your belongings are stored at several locations.

Jenee Westerberg
September 26, 2008
Page 2 of 3

Subsequent to this initial request by Ms. Dickie, she emailed you on three (3) separate occasions requesting for the documentation. To date, you have not provided a copy of the certificate.

On June 20, 2008, you met with Ms. Dickie for a second time regarding this matter. Also present at this meeting was the Animal Control Officer Guild's attorney, Syd Vinnedge. During this meeting, you admitted to Ms. Dickie that on the day of the training, you arrived late as well as left early because you did not feel well. You stated that you went home for a while, and then reported to work in the afternoon. You told Ms. Dickie that you did not call into your superiors to advise them you had arrived to the training late, left the training early due to illness, and went home for a while prior to reporting to work. You claimed on your timesheet and were paid for eleven (11) hours worked for June 19, 2007.

When Ms. Dickie asked at what point during the training you received your certificate, you told her you did not pick up the certificate but rather it had been mailed to you. When Ms. Dickie asked you to explain how you could have received the certificate when Code 4 told Sergeant Wakefield on July 30, 2007 they were still in receipt of the application, you had no response.

Since your last meeting with Ms. Dickie, she contacted Code 4 on July 17, 2008 to verify one more time of your attendance at the June 19, 2007 training and was told by the vendor representative that they are still in receipt of the certificate for that course and that their accounting department did not charge the agency for your attendance. The vendor advised Ms. Dickie that they are not able to pass out certificates without proof of attendance.

Based on the above, there is no evidence to suggest you did attend the training given that the vendor is still in receipt of your certificate. I find your claim that you received the certificate in the mail not to be credible given the vendor's policy that certificates can not be distributed without proof of attendance. Further, since you did not receive a certificate, your assertion that you had provided a copy to Mr. Dams on two occasions is without merit. Honesty is a critical element of the employer-employee trust relationship. You were dishonest and you have significantly and adversely affected this relationship.

Furthermore, by your own admission, you stated that you did not work your entire shift and did not report so to your superiors; however, payroll records show that you claimed and were paid for eleven (11) hours worked. Knowingly reporting for hours worked when indeed you had not, is not only dishonest, but also constitutes theft of County time.

Therefore, I am proposing to suspend you for four (4) days without pay for dishonesty and theft of County time. This action is being taken in accordance with Section 16.4 of the King County Personnel Guidelines. You have the right to respond to the proposed discipline (known as a "Loudermill" meeting), or provide additional information you believe is relevant to the issue. At the Loudermill meeting you should come prepared to provide any additional information you feel will assist in rendering my final decision. You may have assistance from your Guild representative in preparing and/or presenting your response. If you wish to take advantage of

Jenee Westerberg
September 26, 2008
Page 3 of 3

this opportunity, I have scheduled a meeting for Tuesday, October 21, 2008 at 1:00 p.m. in the Animal Services Manager office. Alternatively, you may submit a written response to my office by close of business October 20, 2008. If you opt not to attend a meeting or submit a written response to me by the deadlines set forth above, a final decision will be made by October 21, 2008 based on information I currently have.

If you believe that your most recent actions are a result of personal, behavior or medical conditions, I would encourage you to contact the King County Employee Assistance Program (EAP) at (206) 263-4752. Cooperation with the EAP will not preclude progressive disciplinary action should you not meet the above expectations and directives.

Sincerely,



Carolyn Ableman
Division Director

cc: Bob Railton, Acting HR Service Delivery Manager, Dept. of Executive Services (DES)
Melinda Dickie, Human Resources Manager, DES, RALS
Tom Brown, Acting Assistant Animal Services Manager, DES, RALS
Rob Sprague, Labor Negotiator, Des, Human Resources Division
John Diel, Guild President, Animal Control Officers Guild