

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: February 15, 2019

TO: Toriana Pettaway, Equity Coordinator
FROM: Norman D. Davis, Civil Rights Director *MD*
SUBJECT: **Three (3) Day Unpaid Suspension**

A pre-determination hearing was held on Thursday, February 7, 2019 at 2:00pm in the MMB 202 conference room. This hearing was held for the purpose of addressing the following:

Violations of APM 2-33: Rules of Conduct

A. General

2. Insubordination including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
4. Failure to provide accurate and complete information whenever an authorized person requires such information.

C. Personal Actions and Appearance

12. Any other conduct that would inhibit the ability of the individual, fellow employees, or management to adequately carry out duties and functions.

Violations of DCR Expectations (shared with all employees since 2016)

Communications

All official communications between Department of Civil Rights employees to the Mayor's office, media representatives and alders shall be authorized by and include notice to the Head of the Department.

At the hearing, I reviewed with you the details of the February 6, 2019 Pre-Determination Hearing notice. You acknowledged sending email messages to the media and elected officials by blind copy and without my approval or notice to me. You failed to offer any valid justification for this behavior and, instead, questioned my authority as Director to create and enforce the departmental rules. You claimed that you are not a person that follows rules and that it was not your intent to violate my instructions. You also claimed that you only shared email messages related to discipline you received. I showed you multiple examples of official City email communications that you shared with the media and elected officials that were unrelated to discipline you received. I reiterated my expectation that, even when the media asks you questions about City business, I expect you to get my approval prior to responding and notice me on the response.

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While you sought to blame me for your disrespect and failure to accept direction, you clearly violated Citywide and Departmental rules with intent. The fact that you blind copied these individuals shows an intent to keep their identity a secret and not to disclose to me, or anyone else, that they received your message. This type of insubordinate and deceitful behavior will not be tolerated. This behavior is completely unacceptable in the workplace and is a violation of APM 2-33 and Department of Civil Rights employee expectations. I have attempted, on multiple occasions, to impress upon you the importance of ensuring that you adhere to my instructions regarding your work assignments, as well as your communications with others and with me. This, apparently, has not worked.

You have been informed on multiple occasions of this Department's expectations regarding appropriate conduct. You told me at your hearing that, "Your policy doesn't mean anything to me" and "I'm going to continue to divulge everything." This is insubordination. With significant consideration being given to the fact that you were issued a one (1) day unpaid suspension on January 23, 2019 in response to your inappropriate communications and failure to follow my instructions, you are hereby served this **three (3) day unpaid suspension to be served February 20-22, 2019**. Please note that future violations of City of Madison and/or Departmental work rules, including supervisory directives may subject you to further discipline, up to and including termination of employment. City of Madison EAP services are available to you. If you have any questions regarding my expectations in this regard, please seek clarification immediately.

cc: Harper Donahue, IV, Human Resources Director
Greg Leifer, Employee/Labor Relations Manager