



October 11, 2024

Shawn Winter
Planning Director
1402 Arnold Ct
Traverse City, MI 49643

Subject: Notice of 5-Day Suspension for Insubordination

Dear Shawn Winter:

After thorough review and careful consideration, this letter serves as formal notice that you are being placed on a 5-day suspension without pay for your insubordination, effective October 14, 2024 through October 18, 2024.

It was brought to our attention that you made an unwarranted, off-hand comment during the August 7, 2024, planning commission meeting. After having a discussion with you, we agreed that the comment was inappropriate and unprofessional and identified that it was an isolated incident and a lapse of judgement.

On Friday, September 27, 2024, City Commissioner Anderson requested a written apology for the incident. Shawn you were directed to provide a written apology on October 1, 2024. You declined. Following our discussion on October 11, 2024, you stated that you were disciplined for the comment and would like to move on, but declined to deliver an apology to the members of the Planning Commission Board. Your refusal constitutes insubordination.

As a department director, you are entrusted with leading by example and maintaining the highest professional standards. It is essential that directives from leadership are followed. Insubordination undermines the City's ability to function effectively and compromises the integrity of our operations.

In light of the gravity of your actions, the following disciplinary actions are being taken:

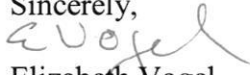
Suspension Duration: You will be suspended without pay for five (5) workdays, beginning on October 14, 2024 and concluding on October 18, 2024.

Return to Work: You are expected to return to work on October 21, 2024.

Please note that any future incidents of insubordination or failure to comply with City policies may result in more severe disciplinary action, up to and including termination.

Please sign below to acknowledge receipt of this notice and your understanding of the disciplinary action.

If you have any questions regarding this matter, you are encouraged to contact Kristine Bosley, City Human Resources for further clarification.

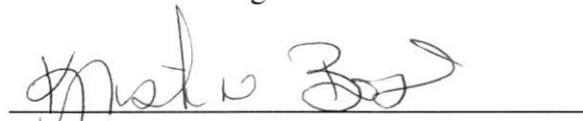
Sincerely,

Elizabeth Vogel
City Manager
City of Traverse City

Acknowledgment of Receipt

I, Shawn Winter, acknowledge receipt of this letter and understand its contents. My signature does not necessarily indicate agreement with the disciplinary action but confirms that I have received and reviewed the notice.


Shawn Winter's Signature

10-11-24
Date


Witness Signature

10/11/24
Date