



CUYAHOGA COUNTY EXECUTIVE
Edward FitzGerald
Department of Human Resources

April 15, 2014

Via Hand Delivery

Andrew Conti
[Redacted]

I acknowledge receipt of this notice
(signature does not constitute agreement).

Signature

Date

4-15-14

Re: Disciplinary Suspension (Unpaid)

Dear Mr. Conti:

17th RB AC
This letter is to inform you that you are being suspended from the position of Facilities Maintenance Administrator with Cuyahoga County Department of Public Works. The 10-day suspension will be effective on April 16, 18, 21, 22, 23, 24, 25, 28, 29 and 30, 2014. You are expected to return to work on May 1, 2014. The reason for this action is that you violated the following: the County's policy for **Failure of Good Behavior** (engaging in a pattern of behavior which creates a hostile, intimidating, or offensive work environment based on a protected characteristic and any act that would bring discredit to the employer) and **Violation of County Policy and/or Procedure** (abuse of County telephones for personal use, use of County equipment or property for other than its intended purpose and work place harassment due to repeated flirtations and sexual innuendos) set forth in Section 4.04 and 13.08 of the Cuyahoga County Personnel Policies and Procedures Manual.

Department of Public Works' Facilities Management provides all County facilities building maintenance support services and ensures a safe and well-maintained work place for County Agencies and their customers at the most reasonable cost to the taxpayers of Cuyahoga County. As a County employee, you are expected to adhere to the rules and guidelines set forth in the County's policy manual.

In June 2013, you began to engage a female employee in a personal friendship. You used your County issued phone to repeatedly flirt with and text sexual innuendos. According to text messages provided to HR, the female's responses dissipated in August 2013 and she told you that she needed to "step back" from your friendship. However, you began texting her again in October 2013.

You attended a Pre-Disciplinary Conference (PDC) on April 10, 2014 to respond to the allegations against you. We have carefully considered your response to these allegations and all information presented. Your conduct constitutes Failure of Good Behavior and Violations of County Policy and/or Procedure.

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It is the County's expectation that all employees enjoy continuous, productive employment during their tenure. However, the County requires that all employees perform their duties in a professional manner and conduct themselves in a way that advances the goals of the County and increases public confidence in County government. In determining the level of discipline to impose, the County has considered disciplinary actions within the previous two years, as well as improvement measures taken by Management. For the reasons stated herein, you will serve a suspension and receive a management referral to EASE@Work.

In an effort to help you recognize and remedy any personal issues that may have caused your unacceptable behavior, you are mandated to contact the County's Employee Assistance Program, EASE@Work. You may consult the County's policy manual (Section 7.03) or Human Resources for more information about this program.

Respectfully,



Elise Hara
Director & Employment Counsel
Department of Human Resources

EH/nrt

APPEAL RIGHTS

Should you elect to appeal this action, you must file your written appeal with the Cuyahoga County Personnel Review Commission (PRC), 323 West Lakeside Avenue, Suite 400, Cleveland, Ohio, 44113. Your appeal must be filed with the PRC by the tenth calendar day from the date this letter is delivered to you by hand or to your last known mailing address, as maintained by Cuyahoga County, whichever occurs first. You may file an appeal with the PRC by e-mail at personnelreviewcommission@cuyahogacounty.us, by facsimile at (216) 443-3694, in person by obtaining a date-stamp, or by mail postmarked no later than the tenth calendar day from the date this letter is delivered to you. It is advised that you retain records of proof of service upon the PRC.

Certain claims, such as claims of discrimination or harassment, do not fall under the jurisdiction of the PRC. If this action is not subject to PRC appeal, you may elect to appeal this action in accordance with the terms set forth in the County Personnel Policies and Procedures Manual, Sections 4 or 17.