

WED 10/14/09

9-1130 MAIN MGR. Meeting

AT 1443 HOURS

1030-1230 CASTODIA Meeting

Spoke w/ UNION STEWARD STEPHANOS

ASKING IF THERE WAS A POLICY

OFF MAIN 1115

IN WRITING STATING WE CANT WEAR

1230

SWEATERS WHILE IN BUILDING HE STATED

1345

NO & STATED HE HAD HIS ON YESTERDAY

AS WELL AS OFFICER MARTIN WORE HIS ALL DAY

GARDEN & MAIN

These Complaints TOO MUCH SICK TIME USED BUT PROHIBIT you from DRESSING Appropriately

our SWEATERS ARE PART OF OUR UNIFORM.

At 1200 HRS WED. Oct 14, 09

Officer Colston was called to meet w/ Mr. Abrams for Annual Evaluation

which was reported as overall unsatisfactory which I disagreed with and stated I wished to appeal it, I asked who gave the evaluation Mr. Abrams stated he did & Mr. Jenero concurred. I ask when filing an appeal who is involved the once appeal is heard he stated Jenero. I stated well that doesnt seem fair because if he concurred why would he feel any different at my appeal. He stated that you might have made a call not sure to who but he informed me I had 30 days from date of given Evaluation and it goes to H.R. & at final to the Director. afterwards he told me his job is to train me to be better in my weak areas so that I wont have to have unsatisfactory areas on my evaluations and indicated Im not the only officer that needs to make progress but up to this date no training has been offered & Im just left learning on my own & from my mistakes. I didnt give an feed back on what I disagreed on. As far as my sick time he stated you have legal rights to use it but you have used it excessively and I do have the right to stay home or go to the Dr. if Im not feeling well. When I ask for a copy Mr. Abrams stated Ill have to check but I dont see why not, when he was informed not only did I want a copy but I was appealing it he went to make a copy & was spending so much time making the copies I stepped out of his office & noticed he was spending more time than it took to just hit the 1 copy button than usual <sup>he</sup> seem to be trying to do more than necessary & when he gave me my copy it had copy all over my copy and he tried to give me a copy that didnt look like the copy he made for the & stated he gave Jenero the original I requested a copy w/o the word copy that was all over the entire evaluation explaining a copy is suppose to look exactly alike he made another copy & stated they have to have one but requested I give him back the first one and he would shred it. I did & was informed I cant wear my sweater in the building

① Assumes duties of assigned post, what defines Quantity of work / Indicates I'm prompt, but I'm lacking initiative, Accuracy, Satisfactory in knowledge

What choice on a assigned post do we have not to do what's needed

Dock \* Know what do on time & do it & know how to use all equipment to do my job or Requested

Main Know & Do You Sit & Street Check Bags Unhook & Lock Doors & liked

Front Desk Very accurate Initiative, Not a choice, Too much to do, Have to multitask

Thoroughness  
Too Thorough  
Over Document

Initiative is at its fullest because I'm trying to avoid not to make a mistake, I put forth effort in all I do.

Handling equipment \* How can it be satisfactory across the board & then show I know I know I know  
Responds to radio assignment I'd all the way but can't give a 5 for good

Report Writing Majority of reports written were told to be good reports and ~~didn't~~ <sup>didn't</sup> get kicked by Even your oldest & most experienced report writings aren't approved most times  
Promptness have always turned in a report when due or feel needed.

Assist other officers everybody has their own little club, I'm not called to handle my own situations & have been excluded to handle situations because I'm a female, and when I did assist a fellow officer I was instructed to stay out of it by another supervisor or ~~person~~

Provided directions, assist patrons Us across the board, I'm very eager to help other and this was just plainly not my character in any of the areas, I help anyone that may or request any information in the building, outside, on the phone work related or any other area but then you turn around and say I have good phone skills when providing directions & assistance while at the desk but as well ~~avoid~~ I avoid public contact when patrolling the building or on Branch patrol, that is not my character and anyone can tell you I'm professional I come to work to work I cordial & I'm not here to socialize I do not just strike up conversation with guest unless they approach conversation with me I speak & smile they are here for their own reasons and it's not professional to force conversation on the patrons, I'm polite & respect their space and if I was to be too social, then it would look as though I'm not taking my job serious and that would be another problem. When patrolling I am to observe, report, hit detect buttons ~~not~~ speak when spoken to, when at the Desk I'm most obligated to be customer service oriented it's a place another to converse, after all I'm being watched on camera I'm not trying to be seen not doing what's expected of my job duties, Customer service is given in many ways it's not all about conversing

Ms. Lindy Lombardo has complimented <sup>that</sup> everytime she sees me I'm presenting myself professional & positive as well have been caught off guard with me in the same manner. I try to always present professional down. Never have been aware of any patron complaining I have ever mistreated anyone I have actually been complimented as one of the few officers that always look neat & thanked for saying a good day or just giving someone a smile that didn't have one.

My <sup>patrols</sup> ~~TO STAFF~~ <sup>AND PATRONS</sup> are hit to indicate my location but my visibility is most times myself visible & my compassion for others go above & beyond my place of business, I have volunteered at the Homeless Island Row where I volunteered to serve those that are less fortunate as well have presented/purchased gifts at the Women's & Child battered shelter on Christmas Day & frequently give to Elderly. Especially in the Main Building I take time to make others see I am visible I always make a point to take time to speak to staff on every floor as well as assist to anyone that even looks like they need help as well as our pages if nothing but make sure I'm visible. I try to make everyone I come into contact feel as though they exist.

You tell me I'm excellent at the desk w/ phone skills & my professionalism but can evaluate me above satisfactory

Have rarely had me to read my reports & have been asked for my spelling or verbal skills by their own supervisors which have utilized my personal creative skills when writing their reports

Computer classes have been made available to all other officers while on duty & I have always been rescheduled due to my demand needed for changed duty assignments since we started and with the schedule always subject to change how or when should I schedule myself for computer classes to taken the initiative to learn most of what is repetitive and necessary and even some that have been here for many years don't know some things they should know even some supervisors that have been questioned are capable of showing officers what to do

Special projects or accomplishments since last evaluation

I should have been given opportunity to have started and completed OPTA Class certification after my 6mo probation was completed but have not been offered that opportunity and I am the only officer on staff that is w/o that certification for the IZOUS cert and as far as accomplishments because of my special attention given to the Woodland Program at the Woodland Public Library was returned all materials that had been

FRIDAY Nov. 13, 09

Notice Of Evaluation Appeal

Department Security

Date of Evaluation 10-14-09

I Security Officer Mary Colston, appealed my ANNUAL Evaluation due to the fact that I Found it totally devaluings to my effort + Abilities that HAVE BEEN MADE IN MY YEAR AT CPL. I DISAGREE with the Evaluation due to Comments AND RATINGS that seem to be just degrading & NEGATIVE AND WITH ALL THE unsatisfactory RATINGS who should really be looked AT AND JUDGED? THE ONE HAVING TO BE TRAINER OR THE TRAINER.

Colston has distanced herself /due to the childish games that are played AND I REFUSE TO BE A PART OF THE DECENT AND cut throat ATMOSPHERE AND MY WORKPLACE IS NOT A PLACE TO partake of SOCIAL GATHERINGS I'm HERE FOR A JOB NOT TO socialize with coworkers IF IT DOESN'T PERTAIN TO MY JOB AND THATS what I'm here to DO, A JOB NOT TO HANG OUT WITH coworkers who ARE ALL "MEN" IF I DID THAT it wouldn't be professional AND THATS what I'm here to BE professional not socialize ESPECIALLY on the clock.

NEGATIVE ATTITUDE TOWARDS SUPERVISORS I'm only BEING REAL with myself NONE OF MY SUPERVISORS DISPLAY A WELCOMING DEMEANOR AND ALL HAVE PERFORM EVIL WORKS intentionally & HAVE DEMONSTRATED INTENTIONAL DESTRUCTION TO CAUSE me DISCOMFORT "which has been stated" BECAUSE I JUST WON'T ACT RIGHT" AND MAKE me VERBALLY AWARE I'm NOT LIKED AND TOLD EVERYTHING WAS FINE BEFORE I CAME NOT TO MENTION THE DECEITFULNESS THAT HAS BEEN UTILIZED & PURPOSED FOR ME, CORRECTIVE CRITICISM I HAVE NO PROBLEM WITH BUT Cruelty & Intentional



# CLEVELAND PUBLIC LIBRARY

## SECURITY OPERATIONS

---

To: Security Officer Mary Colston  
From: Melvin H. Abrams, Assistant Chief of Security Operations   
Subject: Uniform Badge and Shift Bid  
Date: November 23, 2009  
CC: Colston File

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Security Officer Colston:

I spoke with the people at J.F. Novak and they located your replacement badge, for some reason you put the badge under my name not sure why but as previously explained to you that you are responsible for the lost badge see Article 32 section 2 lost items in your union manual. The badge is ready for pickup and you will have up to Monday November 30, 2009 to pickup this badge the cost to you is \$42.67.

Novak will be closed on November 26, 27 and 28<sup>th</sup>. They will reopen on Monday November 30, 2009 from 0900 hours until 1700 hours.

 This is regarding your shift bid. Mary I called and left message on your voice mail on Friday November 20, 2009, reminding you that you needed to select a shift for 2010. Again this is a reminder that you need to pick a shift for 2010, by signing your name next to one of the vacant post that remain open. The bid sheet is located on the supply cabinet door in the security office. 

Colston please give these two issues your immediate response.

11221205



# SECURITY IRREGULARITY REPORT

SECURITY USE ONLY	
Report Number:	_____
Received	_____
	Date

AGENCY:

LOCATION OF OCCURRENCE:

Type of Crime/Problem (e.g., theft, assault, break-in):

Date of Occurrence:

Time:

Discovered by:

Time of discovery:

**WHAT OCCURRED** (Who, what, where, how, why? Describe any property involved in detail. Describe suspects: Name, age, sex, race, height, weight, hair & eye color, clothing.)

On Wednesday February 11, 2009 at 1825 hrs. I, Officer Mary Colston was waiting for Supervisor Nunez to open door's to the Rear Dock to give the Mobile Unit's access to enter in the Garage. Upon entering the garage I witnessed Supervisor Nunez and Staff member Dave Reilly having a very disturbing loud, argumentive conversation in regards to Dave Reilly having his vehical parked in an area that wasn't giving all the vehicle's enough room to park comfortably. As I made my exit from the vehicle I heard Dave Rielly say to Supervisor Nunez (You don't tell me what the fuck to do.)Supervisor Nunez was trying to rationalize with Dave Reilly by saying, "You don't to talk to me like that". Dave Reilly then stepped up into Supervisor Nunez's face as in a provolking manner, stating (Fuck you, Fuck you, very loudly. I then intervened the conversation reminding both gentlemen by stating (You guy's are not being professional and I don't feel like having to write any report's so stop this. Supervisor Washington stated, Mary stay out of it, I then responded, No! It's our Job to defuse situation's. The argument between both gentlemen ended and Supervisor Nunez then stated to Dave Reilly (We will talk about this tomorrow. Supervisor Nunez, Officer Colston, Officer Williamson, Supervisor Washington, Officer Dowdin, Supervisor Brennan, then proceeded with our departure from the Rear Dock area and Dave Reilly made his exit by departing out of the East over head door of the Rear Dock.

Value of loss \$ \_\_\_\_\_  Staff Valuation  Professional appraisal

Notifications:  Security  Immediate supervisor  Cleveland Police  Buildings

Other: Explain: \_\_\_\_\_

Signatures:

Reporting person: Mary Colston #7 Date: Feb. 12, 09

Agency Head: \_\_\_\_\_ Date: \_\_\_\_\_

(FORWARD TO SECURITY OPERATIONS WITHIN ONE WORKING DAY OF IRREGULARITY)



EMPLOYEE EVALUATION FORM

Check one:  30 Day  2 Month  4 Month  Annual  Other

The purpose of this form is to facilitate a constructive interaction between the employer and the employee. It serves to record an employee's performance; to record an employee's response to the evaluation, if the employee so chooses; and to record the supervisor's recommendation for improvement in any area where the rating is unsatisfactory.

NAME: Mary Colston DEPARTMENT/AGENCY: Security Operations

POSITION/TITLE: Security Officer BEGINNING DATE IN PRESENT POSITION: 6/09/08

Where a RATING is called for on this form the following codes are to be used: E (Excellent); VG (Very Good); G (Good); S (Satisfactory); or U (Unsatisfactory). An UNSATISFACTORY rating in any area requires a written statement if corrective action is recommended. This written statement is not required if the corrective action has been previously communicated to the employee.

Table with columns: P, S, DUTIES, QUANTITY OF WORK (A), QUALITY OF WORK (B) - Thoroughness, Accuracy, Promptness, JOB KNOWLEDGE (C), INITIATIVE (D). Rows include Computer Knowledge, Equipment Use, Reports, Knowledge of post assigned duties, Knowledge of library policies and procedure, Ability to follow instructions.

i. Comments and/or recommendations concerning (A) quantity (B) quality of work (C) job knowledge or (D) initiative:

Comments: Needs to take initiative and be proactive when training on assigned post

Chosen for 3 months show 4 training performed last 3 months report back on reports updated and previous show this





# EMPLOYEE EVALUATION FORM

Check one:

30 Day   
  2 Month   
  4 Month   
  Annual   
  Other: \_\_\_\_\_

The purpose of this form is to facilitate a constructive interaction between the employer and the employee. It serves to record an employee's performance; to record an employee's response to the evaluation; if the employee so chooses; and to record the supervisor's recommendation for improvement in any area where the rating is unsatisfactory.

NAME:

DEPARTMENT/AGENCY:

POSITION/TITLE:

BEGINNING DATE IN PRESENT POSITION:

Where a RATING is called for on this form, the following codes are to be used: E (Excellent); VG (Very Good); G (Good); S (Satisfactory); or U (Unsatisfactory). An UNSATISFACTORY rating in any area requires a written statement if corrective action is recommended. This written statement is not required if the corrective action has been previously communicated to the employee.

P	S	DUTIES	(A) QUANTITY OF WORK	(B) QUALITY OF WORK			(C) JOB KNOWLEDGE	(D) INITIATIVE
				Thoroughness	Accuracy	Promptness		
X		Assumes duties of assigned post	U	U	U	S	U	
X		Handling of security equipment and devices	S	S	S	U	S	
X		Responds to radio assignment	S	S	S	S	S	
X		Report writing	U	U	U	S	U	
X		Assist other security officers when necessary	U	U	U	U	U	
X		Provides directions assistance to patron and guests	U	U	U	U	U	

I. Comments and/or recommendations concerning (A) quantity (B) quality of work (C) job knowledge or (D) initiative:

Comments: Colston had made some progress in her duties but need more improvement.

NAME: Mary Colston

EMPLOYEE EVALUATION FORM

II. Rate the employee's cooperation with other staff, including supervisors, in the performance of job duties. RATING: Unsatisfactory

Comments: Colston has distanced herself with most of her fellow officers and has a negative attitude toward her Supervisors. Colston needs to learn how to take corrective criticism from member of security management. Colston also needs to work on reporting to roll call on time.

III. If the employee has contacts with the public by phone or in person, provide a RATING based on the principles of good business etiquette.

RATING: Unsatisfactory

Comments: Colston avoid's any contact with the public when on patrol hours in the Main Building Complex and when on branch patrol. Colston has good phone skills when providing directions and assistance while at the security desk.

IV. A. Does the employee have supervisory duties?  YES  NO If yes, whom does the employee supervise?

Comments:

B. Does the employee direct the work of others?  YES  NO If yes, whom?

RATING:

Comments:

V. Indicate any important strengths or weaknesses the employee exhibits in the work situation.

Comments: Colston has made some progress in some of her duties but needs to work on her report writing skills when documenting her times.

NAME: Mary Colston

EMPLOYEE EVALUATION FORM

VII. List any special projects or accomplishments of the employee since the last evaluation.

Comments: Colston has completed training on a security course dealing with Threat Awareness & Response and Sexual Harassment.

VIII. Recommendations for improvement of work performance.

Comments:

Needs to take initiative and be proactive while on duty. Take initiative to sign up for library computer classes. Colston needs to broaden her understanding of what working as a member of a security team is.

On an overall basis, the employee's work performance is:

SATISFACTORY

UNSATISFACTORY

VIII. Number of hours of sick leave taken by employee since the last evaluation (exclude approved FMLA absences and emergency leave): 97.5

How many times tardy: 3 times Amount of absence without pay: 18 HOURS

Comments: Colston has received several counseling memos. During the month Colston was suspended for two days in September. Excessive sick time.

PREPARED BY SUPERVISOR/AGENCY HEAD:

*Michelle Kravitz*  
Signature

Assistant Chief

Title

10/8/09  
Date

REVIEWED, AND CONCURRED WITH PRIOR TO REVIEW WITH EMPLOYEE BY:

*Michelle Kravitz*  
Signature

Title

Date

Signature

Title

Date

EMPLOYEE: If you wish to make any comments concerning your evaluation review, please record them below. For example, has your review been complete, objective and accurate? Do you have a clear and mutual agreement with your supervisor concerning position responsibilities and, if pertinent, understandable directions for future improvement? Employees are required to sign the evaluation form. The employee's signature does not indicate agreement; it indicates only that the employee is aware of the contents. If the employee should disagree with the above evaluation performance, the employee has a right to appeal the evaluation to the next in line above his/her supervisor. An employee may request a copy of the evaluation. (See Subsection 237.5 of the HUMAN RESOURCES MANUAL or Article VIIb of the SEIU 7199 contract. Attach an additional sheet if necessary.)

*Mary Colston*  
Employee's Signature

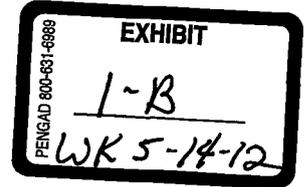
Date



"The People's University"

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325 Superior Avenue • Cleveland, Ohio 44114-1271 • (216) 623-2800 • www.cpl.org



July 24, 2009

Ms. Mary Colston  
Security Operations

Dear Ms. Colston:

A disciplinary investigation meeting was held 7/22/09 where you and a union steward were present. You had no response to the incidents in question.

On Thursday June 25, 2009 you failed to make any patrol rounds of Main or the Louis Stokes Wing. There were severe weather conditions that night that put assets of the Library in jeopardy and no patrol rounds were made.

On Saturday July 4, 2009 you failed to make patrol rounds for extended periods of time, in one instance for approximately 2½ hours. Since it was a holiday, you were the only Security Guard on duty.

On Sunday July 5, 2009 you failed to make patrol rounds for extended periods of time, in one instance for approximately 2½ hours. Also, there were no patrol rounds after 9:19 p.m. and you were the only guard on duty.

The above three incidents represent unsatisfactory work performances. You received a first warning dated October 30, 2008 and another first warning dated May 12, 2009. There have also been numerous counseling memos shared with you.

Per Human Resources Manual section 238, this is a second level warning for unsatisfactory work performance. You are required to immediately patrol the Louis Stokes Wing and the Main Library as needed. Be advised that any repeat of this unacceptable behavior on your part may result in further discipline up to and including termination

TRIED TO  
WROTE ME  
UP 30 DAYS  
LATER

Sincerely,

Sharon L. Tufts  
Human Resources Administrator

SLT/gh

C: M. Janero  
M. Abrams  
HR file



BOARD OF LIBRARY TRUSTEES

- ALICE G. BUTTS, PRESIDENT
- THOMAS D. CORRIGAN, VICE PRESIDENT
- MARITZA RODRIGUEZ, SECRETARY
- JOHN M. HAIRSTON, JR.
- LORI MCCLUNG
- ALAN SEIFULLAH
- RICK WERNER
- FELTON THOMAS, JR., DIRECTOR



# City, County and Waste Paper Drivers Local Union No. 244

Affiliated with the International Brotherhood of Teamsters  
2800 EUCLID AVENUE, SUITE 100, CLEVELAND, OHIO 44115  
Phone: (216) 344-9909 • FAX: (216) 344-9476

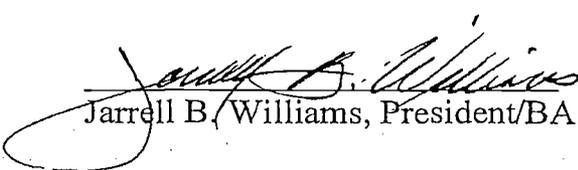
August 8, 2009

TO: Sharon Tufts, Human Resources  
FROM: Jarrell B. Williams, President Business Agent  
RE: Mary Colston

On August 8, 2009, a meeting was held with Mr. Novotny and Mr. Abrams regarding disciplinary action that was issued to Ms. Colston. Mr. Novotny submitted a document that was dated July 24, 2009, wherein Ms. Colston was being disciplined for an issue that occurred on June 25, 2009. I explained to Mr. Novotny that the disciplinary action was untimely because Ms. Colston did not have an opportunity to file a grievance due to the fact that the disciplinary action was imposed approximately one month after the occurrence.

Please review Article 11-Step 1 and Article 25-Section 3. The Union President did not receive a copy of the discipline that was imposed upon Ms. Colston. The Union request to schedule a hearing with you and your attorney to resolve this matter.

If you have any questions please contact me at (216) 344-9909.

  
Jarrell B. Williams, President/BA

Nothing NEVER  
Done AS OF  
TODAY !!  
MAY 20 12

COLSTON 5-6-12 000044

**Cleveland Public  
Library**

# Memo

**To:** Jarrell Williams, President & Business Agent  
**From:** Larry Novotny, Assistant HR Administrator *LN*  
**CC:** M Janero, S Tufts, E Toth  
**Date:** 8/24/2009  
**Re:** Response to August 8, 2009 communication

---

I am responding on behalf of Sharon Tufts to your communication dated August 8, 2009.

I reviewed the correspondence with our legal counsel. Article 25 --section 3 applies only in the event of a pending discharge, thus not applicable. Never-the-less the union steward was in attendance at the meeting of July 24<sup>th</sup>. Article II step 1 restricts the employee to 10 calendar days from the date of the occurrence to file a written grievance. The second level warning was issued July 24<sup>th</sup>. The employee had 10 days to file a written grievance from that date and did not do so. There is no restriction on the employer.

The sections of the contract you cited were not violated. No other section of the contract was violated either. No meeting is needed.

**TEAMSTERS LOCAL UNION NO. 244**  
**GRIEVANCE SURVEY FORM**

This is not a grievance, this form is used to gather information/evidence to determine whether a violation of the contract exists.

NAME: Mary Colston DATE: March 31, 11

Phone number of employee 216 338 2122

EMPLOYER: Cleveland Public Library DIVISION: \_\_\_\_\_

CLASSIFICATION: Security Officer

1. What happened? Briefly explain.

I had a scheduled appointment w/ Jarrell Williams Union President & HR Larry Novotny, to review my personal file & select my choice of files to make copies at .10 per copy which Mr. Novotny denied me the opportunity. He stated in front of Mr. Williams & myself that he would me the copies and I couldn't watch him and I couldn't make my own copies. MR. WILLIAMS INFORMED MR. NOVOTNY HE WAS WRONG

2. Where did the infraction occur?

CLEVELAND Public Library Human Resource Department in Mr. Novotny's Office 10th Floor

3. Who was present? Name of witnesses.

Mr. Jarrell Williams

Mr. LARRY Novotny & Myself Mary Colston

4. How does the above action violate the contract?

Article 27 Section 3  
Clearly states "Employees" entitled to "copy" all material contained in files

**TEAMSTERS LOCAL UNION NO. 244**  
**GRIEVANCE SURVEY FORM**

This is not a grievance, this form is used to gather information/evidence to determine whether a violation of the contract exists.

NAME: Mary Colston DATE: April 1, 11

Phone number of employee 216338-2122

EMPLOYER: CLEVELAND Public Library DIVISION: \_\_\_\_\_

CLASSIFICATION: Security Officer

1. What happened? Briefly explain.

Mr. Abrams notified Officer Stefanos informing me I was to report to Human Resource to meet w/ LARRY NOVOTNY. Because of past intimidating conduct w/ Mr. Novotny I ask for Union Representation and made aware my discomfort and Mr. Abrams denied both Union Stewards to assist me stating I wasn't being disciplined. I requested for my own protection due to MR. NOVOTNY consistent display's of intimidations & unprofessional demeanor.

2. Where did the infraction occur?

Phone Calls WERE made by both Union Stewards at CLEVELAND Public Library Rear Dock Office to Mr. Abrams

3. Who was present? Name of witnesses.

Union Steward Joseph Stefanos

Union Steward James Southerland

4. How does the above action violate the contract? Article 4 Section 2

Due to past experience w/ words being twisted & the problems I've Endured, I stated my discomfort & requested a witness for my own protection having to be in the presence of someone who is always rude to me, HE could have STATED I did or said anything.



March 31, 11 <sup>1000 AM</sup> Meeting for reviewing my files and to make copies that I didn't make or receive at the time for that purpose of the meeting w/ Jarrell Williams

March 31, 11 Contacted Union Stewart Southerland requesting grievance form indicating my desire to file grievance. He contacted Jarrell this day for the paperwork he didn't have in his possession. (PACKAGE OF FILES IN BOX AT END OF DAY POST CHOICE NOT PAID FOR)

April 1, 11 Officer Southerland signed a notice to return files to Mr. Novotny & returned them after roll call. Was denied Union Representation 2x

April 4, 11 Received additional papers from Novotny that was stated should have been in my files that wasn't with notice indicating evidence of things missing in my files as I indicated things was missing at my reviewing meeting

April 8, 11 Received Paperwork for grievances from Mr. Stefano with signatures to return and they were returned on April 12th to Union Stewart Stefano. Meeting was scheduled for May 3, 11 w/ Sharon Tufts, Novotny, Attorney Tom, Jarrell & Union Stewart Southerland for Grievance. Mr. Abrams wasn't present for the grievance and he was filed on as well (and he was at work this day)

May 12th Grievances denied

May 13th Grievances stated by Union Stewart Southerland stating Grievances was going to arbitration not sure how long it would take and stated he talked to Jarrell and Jarrell hadn't received Grievance Response of Denial / Copies were made for Union Stewart Southerland and I informed him the contract language states they are guilty of not going according to what is in the contract.

May 13th I was requested to meet w/ Mr. Tufts for a meeting which she indicated I didn't need Union Representation but made a request w/ Myron Deriggs to have Union Rep. anytime I have to meet w/ HR staff due to being treated unfairly and words being misused for their protection. Myron stated he would make sure I have someone present and as well made him aware I am in fear of Mr. Abrams when I work alone due to his hostility towards me he stated Mr. Abrams will be advised he is not to come on the building after hours when I'm there unless it is a emergency situation, I have made the director & Myron aware my discomfort w/ Abrams having a firearm while at workplace. The meeting was scheduled for Monday May 16, 11 at 11:00 am

Make Sure You Tell DIAWE Union President Was Kept From Knowing About 1st Investigation

April 13, 11

To: Mr. Farrell Williams - Union President

Mr. Williams on Grievance Form regarding "Article 4"  
Union Representation, I noticed some wording was incorrect  
I was not to meet with Mr. Novotny and Mr. Abrams,  
I stated: Mr. Abrams advised Mr. Stepanos to inform me I  
was to report to Mr. Novotny and Mr. Abrams denied me  
Union Representation upon my request, not once but twice  
upon receiving my signature on the grievance which states  
incorrect reporting facts please let the record show this  
notification as the factual reported grievance information.

Sincerely  
Mary Colston



# City, County and Waste Paper Drivers Teamsters Local Union No. 244

Affiliated with the International Brotherhood of Teamsters

2800 EUCLID AVENUE, SUITE 100, CLEVELAND, OHIO 44115

Phone: (216) 344-9909 • FAX: (216) 344-9476

Email: teamsters244@sbcglobal.net

May 18, 2011

Sharon Tufts, HR Administrator  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

RE: Mary Colston  
Article 4 - Union Representation

Dear Ms. Tufts:

Teamsters Local 244 is not satisfied with the response that we received regarding the above referenced grievance. As a result, the Union will submit the grievance to Arbitration.

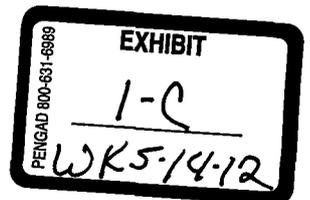
If you have any questions please call 216-344-9909.

*THIS has not been satisfied  
TO THIS DATE OF "MAY 2012"*

Sincerely,

Jarrell B. Williams  
President/Business Agent

*HAVEN'T  
HEARD A WORD  
SINCE*



Monday April 25, 11 15u

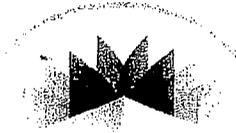
Contacted Jarrell Williams in regards to the write up that was not written in a timely matter as well as what happen with the Hostile W.E. investigation he requested at meeting held w/ Mr. Novotny. He stated he never received anything from Mr. Novotny regarding the investigation as well didn't receive the corrective actions that I requested from Mr. Jarrell Williams to retrieve for me since I had not ever been given anything in writing to indicate what discipline was given & or who was disciplined to assure me I wouldn't return to the same if not worse atmosphere Mr. Williams state he would speak w/ Tom on Tomonow and call me or leave me a message as to when we will meet because all this will be discussed when he, Mr. Novotny, Library attorney come together as well as address the grievances that I filed. So up to this date April 25, 11 I have asked Union President Jarrell Williams, Director Thomas & Sharon Tufts for some viewing or written form of what was done regarding my investigation of being in a Hostile Work Environment and I have not received nothing indicating anything specific and this investigation took place because of Hostile & intimidating & Bullying that I endured since I was hired by a variety of HR Staff members, Department Supervisors Chiefs & Asst. Chiefs, and it has not stopped.

Follow Up April 27, 11 Wednesday

I have not received a call or the voicemail from Jarrell regarding anything on what he stated he would give me response to regarding this conversation

1) on Wednesday April 27, 11 at 2:30 an appointment w/ Director Thomas & Showa Tipton was scheduled. This appointment was the 3<sup>rd</sup> appointment scheduled for me the first meeting held wasn't really accomplished due to Ms. Tipton not being available the second meeting was rescheduled that was for April 26, 11 at the 3<sup>rd</sup> meeting I arrived and was on time but had to wait 15 to 20 minutes later for whatever reasons that disappointed me due to parking as though I wasn't important & was just being seen because I requested appointments not that they really desire to hear my issues, and I stated upon my arrival that I was disappointed in the way my appointments were being handled and I personally <sup>acknowledged</sup> Ms. Tipton's that I was on company time didn't realize I was on my own time really should matter an appointment is appointment an apology was offered, I had mentioned I was considering to leave but utilized more patience and decided to stay and was informed by Ms. Tipton that we can keep this meeting and try to get w/ the problems or we can reschedule for another time that's more convenient, I asked how long did they have to give me to present my issues as I would know what was relevant and what I needed to not disclose it was at that moment stated the Director had a 3:00 apt he could push back to 3:15 reminding you this was my 3<sup>rd</sup> meeting and I was offered about 20-25 minutes to state my case of my complaints of dealing w/ a Hostile, Intimidating, Bullied Department & Workplace including people in H.R. positions. So I informed them that we can resume this meeting or I can give them enough to get started in doing whatever they needed to do because I want to be done w/ this and look forward to seeing something done to fix what I'm enduring. I stated I was taking a minute to collect myself because basically I was feeling anxious or overwhelmed w/ all of what I have to expose I am and have been experiencing & took a deep breath and began my asking that they not receive me as Officer Colston but as a Human Being, mother, African American, a full brown woman just a individual I stated I don't want to have to be politically correct, need to speak w/ guarded words or be described by any labeling, I want to give you the real me and nothing more nothing less, I began by stating my workplace was and has returned to a worse atmosphere than before since the investigation, I stated I have been intimidated, threatened, Bullied, Endured Hostile Environments, Bosses not speaking to me intentionally w/ demonstration example, I was asked by Ms. Tipton to give some examples because she indicated I was using some very strong words which I then reminded her that the words I had chosen to use were the words that describe what I am enduring and they were words I am fully aware of their definitions, I began informing the Director that I am one that looks to leadership to walk the walk not just talk the talk, and how one of his columns held my attention and read it to him letting him understand the reading regarding what leadership should shouldn't be but letting him know what he stated should be. No. is everything that's taking place in our Department & w/ an arrogance that is unbearable.

2) especially w/ having come from an investigation that was suppose to have made a difference. I informed them of how from my department Heads & Mgrs to H.R. Staff that was made aware of my environment being considered hostile & separate ~~and~~ <sup>that</sup> the things that were ~~reported~~ <sup>taught</sup> by handouts in a Training Class performed by H.R. Mr. Novotny that were prohibited ~~was being everything~~ ~~was being done~~ ~~at all~~ ~~by~~ ~~any~~ ~~way~~ ~~even~~ ~~by~~ ~~the~~ ~~one~~ ~~who~~ ~~held~~ ~~the~~ ~~class~~. I was experiencing in on my threat by Mr. Novotny showed evidence of emails from Abrams, letter informed by Jarrell to hand deliver to Novotny which was witnessed by Arendt as well as heard the threat made 2x and indicated my excuse won't be accepted, letters & certified receipts of delivered letters, trying to cover himself because he was wrong in what he had done, ~~Mr. Novotny~~ on Mel & Novotny for rules denied to make copies of & Union Representative denied. Security observations not being received professionally. Honesty not being a good policy in our department rather just force us to abuse sick time. Profanity still being used in front of who ever, inappropriate comments made to me from Mr. Abrams regarding my tight pants after work hours. Supervisor asking if I want to touch his fat body



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## MEMORANDUM

*Good friend of Melvin Abrams, Ms. Tufts, Janero*

**TO:** Mary Colston, S/O; Jarrell Williams, President Teamsters 244

**FROM:** Sharon L. Tufts, HR Administrator

**DATE:** May 12, 2011

**SUBJECT:** Second Step Grievance Response

Grievance Article 4- Union Representation

This is the second step reply to a grievance dated April 8, 2011 in regards to union representation. A meeting to discuss the grievance was held May 3, 2011.

The grievance alleges violation of Article 4 when the grievant was informed she was to meet with a management employee. Article 4 was not violated because it only provides for union representation for grievances. The meeting with Ms. Colston was not a grievance hearing; therefore Article 4 is not applicable.

Ms. Colston and the Union allege that she was denied union representation on or around April 1, 2011. Mr. Novotny, Asst. HR Administrator, called the Security Operations department and requested that Ms. Colston come up to his office after he received via inter-office mail, copies of documents from her HR file that she had recently requested from him and that had been left for her in her Security department mail slot.

Ms. Colston indicates she asked both Teamsters union reps' Stefanos and Southerland to accompany her up to Novotny's office. Ms. Colston indicated in the grievance hearing that both reps told her exactly the same thing -- that Asst. Chief Mel Abrams informed the reps there was no need for a rep to accompany her because the meeting with Novotny was not disciplinary. Additionally, Ms. Colston said Property Mgmt. Administrator Myron Scruggs had informed her that a rep wasn't needed because the upcoming meeting with Novotny was not to be disciplinary. Scruggs confirmed he informed Colston no rep would be needed for the meeting with Novotny.

A unionized employee's "Weingarten Rights" indicate if an employee desires a union rep in discussions with management that could lead to discipline; he/she is entitled to a rep. A union rep is not required or even permitted in all conversations an employee has with a representative of management. A public employer's management rights permit Library management to manage the staff and to do so Library Management has the ability to meet with Library staff members.

The grievance is denied.

Grievance Response 1 Colston Rev

*This is to go to Arbitration because Contract Language is differently haven't been updated since May 8*

*MAY 2012 HAS NOT BEEN SATISFIED YET*

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## MEMORANDUM

**TO:** Mary Colston, S/O and Jarrell Williams, President Teamsters 244

**FROM:** Sharon L. Tufts, HR Administrator

**DATE:** May 12, 2011

**SUBJECT:** Second Step Grievance Reply

Grievance Article 4-Union Representation Article 27-Personnel Files

This is a second step reply to the grievance dated April 8, 2011 in regards to union representation and personnel files.

The Assistant HR Administrator, Mr. Novotny, met with Ms. Colston and Mr. Williams, the Union President, on or around April 1, 2011 as had been previously scheduled to allow Ms. Colston to review her HR file. Ms. Colston selected some items from her HR file to be copied. These items were subsequently copied by a HR employee and placed in her Security dept. mail slot that same day.

I have been the Human Resources Administrator at CPL for 10 years. During my tenure here it has been HR management's understanding of the Teamsters CBA, Article 27 language that the HR department staff made any HR file copies that Security Officers requested. Additionally the requester does not watch the copies being made. This is the practice for HR copy requests as well as when management fulfills other Library public records requests.

Staff members making a public records request, as well as the public making such requests, are entitled to receive the information they are requesting in a timely manner, if the records are available. This was done in response to Ms. Colston's request. The management of the public agency is NOT required to allow the requester to make the copies him/herself. **Ohio Revised Code 149.43 (B) (6) [Public Records]** Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.

The grievance is denied.

Grievance Colston Response 2 with ORC

HAS NOT  
BEEN SATISFIED  
YET !!  
MAY 2012

RECEIVED April 11, 11

MONDAY

MARY,

Here are THE GRIEVANCE FORMS,  
SIGN ALL FORMS, THERE ARE A TOTAL  
OF 4 EACH

THE TOP ONE WITH JARRELLS SIGNATURE  
IN BLUE WHICH ARE 2, YOU GIVE  
LARRY NOVOTNY.

YOU TAKE ONE COPY FROM EACH  
PAPERCLIPPED STACK FOR YOURSELF.

AND GIVE MY THE REMAINING  
2 COPIES OF EACH. ALL SIGNED.

GIVE THEM TO ME  
WEDNESDAY.

JOE

RETURNED  
GRIEVANCE  
ON APRIL 13, 11  
TO STEFANOS  
AT 3:50 PM  
W/ ATTACHMENT  
LETTER

GRIEVANCE FORM - TEAMSTERS LOCAL 244

NAME: Mary Colston

DATE: April 8, 2011

CLASSIFICATION: Library Guard

EMPLOYER/DEPT.: Cleveland Public Library

NATURE OF GRIEVANCE:

Article 4 – Union Representation

Article 27 – Personnel Files

NOTHING DONE AS OF MAY 2012

STATEMENT OF FACTS:

On or about April 1, 2011, Mary Colston requested Union representation when she asked to review her personnel file. Mr. Novotny met with Ms. Colston and the Union President to allow Ms. Colston to review he personnel file. Ms. Colston asked to copy information from her file and was denied the right to copy the information. Mr. Novotny indicated that he would copy the information from the file which is not consistent with Article 27.

SOLUTION DESIRED :

The Union and management shall meet for purposes of resolving this matter with the employer's attorney present. Further, the Union asks that management level employees who violated the agreement shall be disciplined in accordance to the employer's policy.

  
Signature of Union Steward or Union Representative

  
Signature of Grievant

Home phone number 216-338-2122

Date 4-8-2011

GRIEVANCE FORM - TEAMSTERS LOCAL 244

NAME: Mary Colston

DATE: April 8, 2011

CLASSIFICATION: Library Guard

EMPLOYER/DEPT.: Cleveland Public Library

NATURE OF GRIEVANCE:

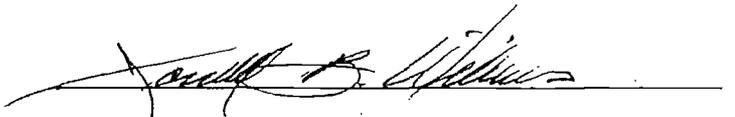
Article 4 – Union Representation

STATEMENT OF FACTS:

On or about April 1, 2011, Mary Colston requested Union representation when she was asked to meet with management level employees (Mr. Novotny and Mr. Abrams). Ms. Colston was mandated to meet with the above referenced management employees without Union representation in violation of the contract.

SOLUTION DESIRED :

The Union and management shall meet for purposes of resolving this matter with the employer's attorney present. Further, the Union asks that management level employees who violated the agreement shall be disciplined in accordance to the employer's policy.

  
Signature of Union Steward or Union Representative

  
Signature of Grievant

Home phone number 216-338-2122

Date 4-8-2011

4/1/11

I, officer Southerland received envelope package from officer Colston to return to H.R. Department to Mr. Larry Novotny or Sharon Allen which was personal files which she did not receive on Thursday March 31, 11 Envelope package was delivered and placed in officer Colston Mail Box.

J. M. H.

AFTER MY APPOINTMENT WAS  
OVER  
FILES WERE COPIED BY  
HR STAFF MEMBER LARRY NOVOTNY  
AFTER HE REFUSED TO LET ME  
MAKE MY OWN COPIES & HE  
DIDNT COLLECT PAY OF 10 PER  
COPY AS REQUIRED

# Memo

**To:** Mary Colston  
**From:** L Novotny *LN*  
**Date:** 4/4/2011  
**Re:** Additional documents

---

Here are three documents (four pages) that came to our attention that should have been in your file.

*SOME THINGS WERE NOT IN MY FILE  
AT TIME OF VIEWING*

April  
4th  
Mon

April  
Fri 1st

An Envelope package appeared in the mailbox of Joe Smith addressed to Mary Colston and was given to me by Joe Smith upon his departure on April 4, 11 at about 7:30 pm sent by HR. Larry Novotny w/ a notice that indicated paperwork that ~~was~~ coincidentally were not in my file on the day I was able to review my file which the investigator Result ~~that~~ was missing at the time and I ask for and could not get Mr. Novotny to give me at that scheduled meeting which I requested but later receive after the fact he made copies of my file which I was to pay 10. per copy that he made for free & packaged up and had delivered to my mailbox after denying me to make my own copies which is a Union issue that was not granted that is in writing. The <sup>HR Dept</sup> Investigation or results didn't fax or CC to Union President Farrell Williams and his name wasn't documented on the paperwork

& at the meeting for me to review my files he cited like <sup>NOTE</sup> she wasn't aware Farrell was supposed to inform when Farrell questioned why wasn't he informed or sent copies of the Investigation. Farrell asked who was questioned in the Union Stewart Dougherkand stated Mr. Williams had about not know because he admitted telling me about it himself, Mr. Williams ask for a copy of the Investigation in my presence Mr. Farrell Williams name is CC on all other papers regarding disciplines but no where on the Investigations. He asked me how come I didn't contact him I responded that's not my job that's what your Stewarts do.

On Feb. 25, 11 Friday 945-1000

I informed Elwood Barrett after Roll Call I would not be working on March 17, 11 I had a Doctors appt. he immediately stated you cant take off that's St. Patrick's Day then he stated just talk to Mel when she gets in I stated okay. When Mel arrived I informed him March 17<sup>th</sup> I will not be working on and if possible to keep from losing sick time that I did have but didnt want to really use because I didnt have much I offered to work on one of my original scheduled off days if he wanted to let me switch. he stated he would see how he could work it out. He later comes to me that day and tells me I cant be off because he cant switch my days and its a busy day because of the parade and the Library comes first I stated "Over my Health?" He stated it again the Library comes first I didnt say anything else but I was highly disappointed in the concern for my health not being important then I later get an E-Mail in Big Black Bold Letters from Mr. Abrams reminding me I was denied March 17, 11 off and to re-schedule my appointment which I wasnt going to do due to having to wait from 2-25-11 to 3-17-11 to get seen I. wasnt prolonging my health concern to work on a day because they need me to keep people off the steps for 2 hours. Never asked what time was my appointment or can I see if I could work part of the day and get the appt. time to accomodate both. work & health issue I just a plat no "cant do. Brought the issues to Mr. Seruggis he advs me to fill out FMEA paperwork which I asked was it contract formalities for me to have to fill out that paperwork for me to go to a one day doctor appt. he stated it was nothing written so I didnt do it, I later spoke w/ Union President & Stewart Southen they both stated I can go to my appt and just make sure I return w/ my return to work slip from my visit as well was informed by Mr. Williams to write a note and give to Novotny informing him I was going to the Doctor on March 17, and my issue was a concern that I felt needed no further delay and upon my return I would bring my return to work orders from my visit. I asked officer Arendt to escort me to Mr. Novotny's office to be a witness I had hand delivered the written notice and when Mr. Novotny read it he stated my document was "unacceptable and if I didnt show up on March 17, I will be considered a no call no show I will be insubordinate and a doctors return notification will not be acceptable. I stated I was instructed to give you the written notification he then repeated the same statement in its entirety and officer Arendt was standing by and heard as my witness what was read & said reminding that at the time I did have sick & vacation time to cover my appt. for the day. This event took place on Monday March 14, 11 Tuesday & Wed, were my off days. but on Wed March 16, 11 I checked my mail and had recieved a letter Reg mail & certified from Larry Novotny CPH HR Staff member basically approving my appt but by then I had my job threatened and had been intimidated to the point I had talked to my doctor and told her what I was being taken thru she saw me on my off day.

Thursday, March 31, 11 10:00 AM meeting w/ Union President Jarrell & Harry Novotny  
HR PERSONNEL

This meeting was held due to request to review my personal files & to make copies of chosen items, as soon as I put down Mr. Novotny begins to debate w/ me that I reviewed & made copies before this meeting which I informed him I had not even and if I had this meeting would not have been arranged I informed him I requested but it had not been arranged. I informed him this conversation wasn't relevant because this was why we have the meeting today for me to review what's in it and for me to make copies of what I want out of it. This meeting started out with Mr. Novotny starting discomfort that created a hostile environment. After reviewing my files and making my selection of what I wanted to copy I informed Mr. Novotny I was ready to make my copies he stated to me "You not making the copies I will make your copies I asked him if he could watch me make my copies he said no I then asked could I watch him make my copies he said no. I looked at Jarrell and he then stated "Mr. Novotny now you are wrong I then asked if this was protocol Mr. Jarrell Williams stated no its not and stated Mr. Novotny you are out of line. I got aggravated and put everything back in a pile & stated I don't want none of it and I left his office & Sharon Allen & Dante Jackson was outside their offices and I asked Mrs. Allen who was over Mr. Novotny because I was at my end with him doing what he wanted to me and not following contractual guidelines and always treating me with hostility & intimidating demeanors everytime I've had to be in his presence. While this meeting took place I noticed a lot of my write ups were not in my file and requested the letter I received at the results from the "Hostile Work Environment" was missing I asked where was it he stated he didn't know I requested if he could check to see if it was attached to the investigation he didn't comply he stated it should have been in my file.

→ Mrs. Allen informed me I could speak w/ Mrs. Tufts I stated "No Thanks" as I was departing the floor I thought to go back to retrieve 1 item from Mr. Novotny and he made the copy as I watched him copy. I then saw Mr. Fisher and he asked how I was doing and I informed him not good and that I'm having some problems w/ Mr. Novotny he informed me Director Thomas was in his office and for me to go see him. I told Mrs. Thomas I was too upset & could I give him my cell number and he call me with a scheduled appt. which she did and I really was not able to speak on a lot because I found out the meeting was not one on one I was also to meet with Mrs. Sharon Tufts which I informed the Director I didn't want to speak w/ her because of past experiences she shows she's more for favoritism not for right & wrong and she's never been on my side if it was written in the sky. The meeting held w/ the Director didn't really accomplish much but he did indicate he was aware of the things I was dealing w/ and with some being problems with H.R. members was the reason I needed to speak w/ Mrs. Tufts so the meeting was basically set for another day due to not being able to interrupt a meeting she was said to be in that couldn't be interrupted even though the Director had informed her she was to be available to meet w/ him & the meeting was rescheduled for Tuesday the 26th and then needed to be rescheduled again for Wed, 27, 11 of April. I did inform Mrs. Thomas my atmosphere of work has returned to a Hostile Environment.

Thursday March 21, 11 continuation

In this meeting the investigation of my Hostile Work Environment was also questioned Mr. Williams Union President indicated he knew nothing about this investigation taking place and questioned Mr. Novotny about it asking questions regarding who was involved and Mr. Williams was informed all guards and all supervisors as well as his Union Stewart Mr. Williams indicated he received no information or CC any copies or e-mails he stated Mr. Novotny knew as an HR Staff member, he was suppose to have sent him copies of the investigation from start to finish, I asked How long had he been the Union President he stated since 1998 and I stated that's a long time for HR staff members to not know their responsibilities and Mr. Williams stated any and everything he's made aware of will have has named CC on the documents and his name is not on the paperwork regarding the Hostile Work Environment. Mr. Novotny then made an ignorant and insulting response asking "So We Were suppose to send you copies?" and then stated "I didn't know that." Mr. Williams then stated he wanted a copy of the investigation and he took my write up that was suppose to have been taken out of my file due to not being presented in a timely manner where they write me up for something 30 days later and Mr. Novotny once again didn't follow contractual protocol and argued he didn't need a time limit on disciplining me, this was suppose to be further investigated by Library attorneys and was never completely dealt with just left in my file and was not contractual permitted but it was swept under the rug and to this date I have not received any follow-up as of 4-25-11 I as well informed Mr. Williams I was denied to view the investigation or receive it I was told in a letter Library attorneys basically stated they didn't have to reveal that information to me and that I would have to have an attorney subpoena it, I did inform Mr. Williams I was advised w/ it being an investigation because of my reporting I was in a Hostile E. I could get in writing the corrective actions that were taken to inform me of what who were involved of correcting this atmosphere of my workplace to keep it from returning to the Hostile Work Environment that I have returned to since I've returned from my 5 month lay off that only took place in my department 30 days after the findings were proved by CPL admitting to having me in a Hostile Work E. Which Mr. Williams name was CC on the lay off as well as the call back that indicated there was only 1 fulltime position available and due to library having no way to identify Max Goes Seniority we were considered to have equal seniority and due to one officer being on FMLA when that officer returned the two of us would share 1 FT position of 40 hours. But when this officer returned letters & emails were sent stating they were going to keep both of us on fulltime permanently but we were brought back on temp fulltime and even though they couldn't have us considered equal after Joe Smith carried more seniority for over a year Mr. Williams let CPL bring us back under these guidelines stated and his name was CC on the agreement. I advised Mr. Abrams when the officer on FMLA returned I wanted in writing if + when we are considered as parttime employees because if I am p/t time that's what I will obligate myself for nothing more nothing less even though Mr. Abrams told us he was going to keep us at full time hours even if we were parttime he will give us the hours but I told him it's not about the money I wanted in writing what ever it would be because I wasn't hired parttime and you not going to use me at your advantage and obligate me to no more than I have to give then days later is when received E-mails and letters that we were going to remain as fulltime then I noticed I started to return to a Hostile Work Environment it's like everything they tried to keep me from staying failed so now I'm back to the Unbearable Unwelcoming Work Place. HWE

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## MEMORANDUM

**TO:** Mary Colston, S/O and Jarrell Williams, President Teamsters 244

**FROM:** Sharon L. Tufts, HR Administrator

**DATE:** May 12, 2011

**SUBJECT:** Second Step Grievance Reply

Grievance Article 4-Union Representation Article 27-Personnel Files

This is a second step reply to the grievance dated April 8, 2011 in regards to union representation and personnel files.

The Assistant HR Administrator, Mr. Novotny, met with Ms. Colston and Mr. Williams, the Union President, on or around April 1, 2011 as had been previously scheduled to allow Ms. Colston to review her HR file. Ms. Colston selected some items from her HR file to be copied. These items were subsequently copied by a HR employee and placed in her Security dept. mail slot that same day.

*without pay suppose to have pay to PBE copy*

I have been the Human Resources Administrator at CPL for 10 years. During my tenure here it has been HR management's understanding of the Teamsters CBA, Article 27 language that the HR department staff made any HR file copies that Security Officers requested. Additionally the requester does not watch the copies being made. This is the practice for HR copy requests as well as when management fulfills other Library public records requests.

Staff members making a public records request, as well as the public making such requests, are entitled to receive the information they are requesting in a timely manner, if the records are available. This was done in response to Ms. Colston's request. The management of the public agency is NOT required to allow the requester to make the copies him/herself. **Ohio Revised Code 149.43 (B) (6) [Public Records]** Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.

The grievance is denied.

Grievance Colston Response 2 with ORC

From 2007-2009  
Union Book

designee. If an employee is involved in a grievance regarding a matter relevant to information contained in the employee's personnel file, the affected employee's union representative will be granted access to his personnel file upon written authorization from the employee and upon reasonable request made to the Library.

Section 2. Each employee shall be provided a copy of any disciplinary action prior to being placed in the personnel file.

Section 3. Employees shall be entitled to copy all material contained within their personnel files upon reasonable advance request to the Library, at a cost of ten cents (\$.10) per page, payable by the employees.  
*"SHE STATE NEVER HASTHS BEEN THE WAY IT WAS DONE EVEN IN THE OLD UNION CONTRACT."*

ARTICLE 28 HOSPITAL AND MAJOR MEDICAL INSURANCE

Section 1. Medical Insurance.

1. The Library shall offer all full-time bargaining unit employees hospitalization and major medical insurance coverage through either the Kaiser A HMO Plan with a Ten Dollar (\$10) prescription copay and other copays as described in Appendix A, or the equivalent in the aggregate, or the United Health Care (Appendix B) with a Seven Dollar (\$7), Fifteen Dollar (\$15) and Thirty Dollar (\$30) prescription copay and other copays as described in Appendix B, or the equivalent in the aggregate. The Kaiser A HMO Plan and the United Health Care Plan, plan year shall begin on October 1 and end on September 30.

2. For full-time employees, the Library will pay the full cost of the less expensive single or seventy-five percent (75%) of the family membership in either the Kaiser A HMO Plan or the United Health Care Plan.

From 2010-2012  
Union Book

employee completes such rehabilitation and subsequently tests positively for drug and/or alcohol use, the employee will be immediately discharged.

Refusal of an employee to undergo testing for alcohol and/or illegal drugs at the request of the supervisor and/or the Human Resources Administrator or designee will result in immediate discharge.

If an employee admits to drug use or intoxication while on the job, or if test results indicate alcohol and/or illegal drug use, but he/she refuses to seek authorized medical treatment, he/she will be discharged.

Any employee found possessing or using illegal drugs and/or alcohol, or purchasing or transferring illegal drugs on Library premises, or while on Library business, will be discharged.

ARTICLE 27 PERSONNEL FILES

Section 1. The employment records of each employee shall be open to the inspection of the employee upon reasonable advance request to the Human Resources Administrator or designee. If an employee is involved in a grievance regarding a matter relevant to information contained in the employee's personnel file, the affected employee's union representative will be granted access to his/her personnel file upon written authorization from the employee and upon reasonable request made to the Library.

Section 2. Each employee shall be provided a copy of any disciplinary action prior to being placed in the personnel file.

Section 3. Employees shall be entitled to copy all material contained within their personnel files upon reasonable advance request to the Library, at a cost of ten cents (\$.10) per page, payable by the employees.

ARTICLE 28

HOSPITAL AND MAJOR MEDICAL INSURANCE

Section I. Medical Insurance.

3. For part-time regular employees, the Library will pay fifty percent (50%) of the single Kaiser A HMO Plan or United Health Care Plan for the duration of this Agreement.
4. In the event of the cancellation of either United Health Care or Kaiser where the Library received more than thirty (30) days' notice of such cancellation, the Library shall notify the Union, and the Library shall have the right to provide equivalent coverage in the aggregate.
5. In the event of the cancellation of either plan, when the Library receives thirty (30) days' notice or less, the Library will notify the Union, as soon as practicable after the Library receives written notice of such cancellation. In such event, the Library shall have the right to provide substitute coverage.
6. In the event that the renewal cost of the health insurance premium increases by more than forty-five percent (45%) above the base health care plan premium of October 1, 2006 with respect to the United Health Care Plan, or the Kaiser A HMO Plan, the Library and full-time employees shall split evenly the increases above the forty-five (45%) limit, respectively, or the plans may be modified to reduce costs to below the forty-five (45%) premium increase.
7. On or before August 1 of each year, the Library shall provide health insurance quotes to the Union President/Chief Negotiator with respect to an estimate of the premium costs in the next health care plan year. If the quote relating to the monthly premium exceeds the plan premium of October 1, 2006 by more than forty-five (45%) for the Kaiser A HMO Plan or for the United Health Care Plan, either party may notify the other in writing to request to bargain, within seven (7)

- A. The Library shall offer all full-time bargaining unit employees hospitalization and major medical insurance coverage through either the Kaiser A HMO Plan or the Kaiser Added Choice Point of Service, copies of which are available on the Staff Center. The Kaiser A HMO Plan and the Kaiser Added Choice Point of Service Plan, plan years shall begin on October 1 and end on September 30.
- B. For full-time employees, the Library will pay the full cost of the less expensive single or seventy-five percent (75%) of the family membership in either the Kaiser A HMO Plan or the Kaiser Added Choice Point of Service Plan.
- C. For part-time regular employees, the Library will pay fifty percent (50%) of either the single Kaiser A HMO Plan or Kaiser Added Choice Point of Service Plan for the duration of this Agreement.
- D. In the event of the cancellation of either Kaiser Added Choice Point of Service or Kaiser where the Library receives more than thirty (30) days' notice of such cancellation, the Library shall notify the Union, and the Library shall have the right to provide equivalent coverage in the aggregate.
- E. In the event of the cancellation of either plan, when the Library receives thirty (30) days' notice or less, the Library will notify the Union, as soon as practicable after the Library receives written notice of such cancellation. In such event, the Library shall have the right to provide substitute coverage.
- F. In the event that the renewal cost of the health insurance premium increases by more than fifteen percent (15%) above the base health care plan premium as of

Stronger Together

**SEIU District 1199**

Get Active! Get Involved!

## Weingarten Rights

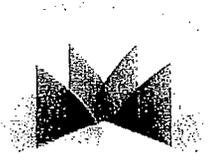
### Know Your Rights to Representation

An investigatory interview occurs when a supervisor questions an employee to obtain information that could be used as a basis for discipline or asks an employee to defend his or her conduct. If an employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has a right to request union representation.

**If you are ever called into a meeting with your supervisor or another supervisor or manager so they can investigate a situation which might result in discipline, you have specific representational rights. These rights are summarized below:**

1. You have the right to have a Union steward present.
2. If you want a steward there, you must ask for him or her.
3. If you do not know why your manager wants to meet with you, ask him/her if it is a meeting that could result in discipline.
4. If your manager refuses to allow you to bring a steward, repeat your request in front of a witness. Do not refuse to attend the meeting, but do not answer any questions either. Take notes. Once the meeting is over, call your steward at once.
5. You have the right to speak privately with your steward before the meeting and during the meeting.
6. Your steward has the right to play an active role in the meeting. She or he is not just a witness.

These rights are called "Weingarten Rights" based on a 1975 Supreme Court case, *NLRB v. Weingarten, Inc.*



# CLEVELAND PUBLIC LIBRARY

## SECURITY OPERATIONS

To: Security Officer Mary Colston

From: Melvin H. Abrams, Assistant Chief of Security Operations 

Subject: Uniform Badge and Shift Bid

Date: November 23, 2009

CC: Colston File

**Security Officer Colston:**

I spoke with the people at J.F. Novak and they located your replacement badge, for some reason you put the badge under my name not sure why but as previously explained to you that you are responsible for the lost badge see Article 32 section 2 lost items in your union manual. The badge is ready for pickup and you will have up to Monday November 30, 2009 to pickup this badge the cost to you is \$42.67.

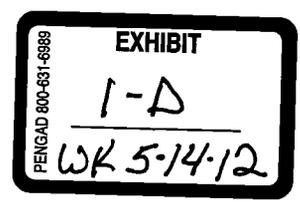
Novak will be closed on November 26, 27 and 28<sup>th</sup>. They will reopen on Monday November 30, 2009 from 0900 hours until 1700 hours.

LIE

This is regarding your shift bid. Mary I called and left message on your voice mail on Friday November 20, 2009, reminding you that you needed to select a shift for 2010. Again this is a reminder that you need to pick a shift for 2010, by signing your name next to one of the vacant post that remain open. The bid sheet is located on the supply cabinet door in the security office.

LIE

Colston please give these two issues your immediate response.



1122 1205

at 1012 hours on Tuesday August 18, 09

in my  
training of  
Probation

I was requested by Asst. Chief Abrams regarding the reported information about officer Dycks urinating in the L.S.W cafeteria sink which I stated it appeared to have been what he was doing. I stated I never saw his private area exposed but his actions indicated what appeared to be him urinating and I stated I never reported the incident due to not positive only because I didn't see his genitals but I did see him wipe his pants & zip them after he blotted with paper towel his priv area. I also stated he never looked to see if I was awake or concern that I would see him it was as if he didn't care but I watched from the corner of Cafeteria and the reflection of the window. When asked why I didn't report it I indicated because I wasn't sure that's what he did and having the background of this officer stating he has a lot of members of his family that suffers from Mental Illness I didn't want to put that on him & he lose his job based on my assumption especially because I didn't see his genital part. These people play a lot of games I didn't know if he was acting out to see if I would spread the rumor to see my level of passing ~~gossip~~ ~~gossip~~ gossip of any kind. I know where the reported info came from because I only told 2 people, which I ~~is~~ Joe Smith, who has gone or is going to HR in regards to him using reported profanity towards officer Dycks so this I know is for retaliation especially w/ supervisor Washington observing the occurrence & not doing anything to defuse the confrontation between Joe & Dycks. Asst. Chief Abrams stated Dycks is a fuck and excuse him for saying it "but he's and he stated Dycks did it and he knows he did it because he likes light-skinned women and he thought in his mind of thinking that if you saw ~~it~~ it would turn ~~you~~ on or you would like it & he stated Dycks mental issues and ask me if I heard about the time he was clipping his toenails in the cafeteria? Mr Abrams stated this was worse than he had been informed because he was thinking Dycks utilized a wash room sink he didn't know it was the cafeteria and thanked me and indicated this is unacceptable / <sup>my opinion</sup> yes it is unacceptable but so is a lot of other stuff around here that gets swept under the rug especially when it involves managers

1027-ur  
At 744 am hours on Wed. I received call from former employee  
Lavern — we conversed as to speaking with each other later  
today about 1300 to 1330 in regards to her experience as an  
employee at the library and I asked if my experience endi  
up in court would she be willing to be a witness of harrasnt  
or write a letter and she stated I dont have to ask twice  
and as well stated she has two other peoples numbers that  
would be willing to do the same, she stated its time for  
this to stop Mel & Jenero needs to be dealt with and  
we agreed to converse later today when we both could talk  
more conveniently

# Memo

**To:** Mary Colston (mail & certified mail)

**From:** Larry Novotny, Mel Abrams <sup>LM</sup> 

**CC:** M Scruggs

**Date:** 3/15/2011

**Re:** March 15, 2011

---

Mr. Novotny received a copy of your March 14, (10 ?) note and shared it with Security. On February 28 Mr. Abrams requested for you to reschedule your appointment due to St. Patrick's Day demands on the department. A form 113 request for the time off has never been submitted. About ten days later you asked Mr. Scruggs for the time off. Due to St. Patrick's Day demands he asked you to reschedule or file FMLA papers if the appointment needed to be kept. You did not file FMLA papers. On March 14 you dropped off a copy of a note to Mr. Novotny which said in part that you had a medical issue that needed no delay.

You are to file the form 113 today requesting the time off due to a medical issue. If only a partial day is needed due to the medical issue that is what should be requested. The medical documentation you provide upon your return should confirm that no delay was acceptable for treatment and the medically necessary amount of time off needed on March 17. Due to the medical urgency you have conveyed to us, your time off will be approved this time contingent on receipt of acceptable medical documentation.



# FAMILY AND MEDICAL LEAVE REQUEST and Transmittal Form

*Upon completion, please forward immediately to the Human Resources Dept., Attn: FMLA Coordinator 216-623-2883 (Fax). Eligibility will be determined and a written response will be forwarded to the employee.*

Employee's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employee's Current Address: \_\_\_\_\_

Employee's CPL Email Address: \_\_\_\_\_

Branch/Department: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Supervisor's CPL Phone: \_\_\_\_\_ Supervisor's CPL Email: \_\_\_\_\_

**A leave under FMLA is requested for the following reason:**

- Birth of child or placement of a child with me for adoption or foster care.
- Because of a serious personal health condition.  **Military** Family leave for qualifying exigency
- To care for a serious health condition of a member of my immediate family.

Family member's name and family relationship: \_\_\_\_\_

- Child up thru 14 years of age (up to 18 if disabled).  Child 15 years of age or older
- To care for a serious medical condition of a **military** family member.

Leave will be taken (check one):  Consecutively  Intermittently

Start date of anticipated leave: \_\_\_\_\_ Anticipated date of return to work: \_\_\_\_\_

Form completed by: Check one:  Employee  Supervisor  HR Representative

Signature: \_\_\_\_\_ Date form completed: \_\_\_\_\_

- INSTRUCTIONS:**
- Fill out Form 420 online or print a copy and complete.
  - Fax completed copy to Human Resources, ATTN: FMLA Coordinator (216-623-2883).
  - Fill out online Form 421 *Request for Leave of Absence*, forward completed form to your supervisor. Supervisors forward signed form to their Administrator, he/she will forward signed form to the Human Resources Department.

***This section is to be completed by Payroll and then forwarded by facsimile to ODSS at (216) 357-4733.***

Date of hire: \_\_\_\_\_

Hours worked during the 12-month period preceding the date of this FMLA request: \_\_\_\_\_

\*FMLA hours used during the 12-month period preceding the date of this FMLA request \_\_\_\_\_

**\*Must provide this information**

420 10/10 Rev.

Print Form

- Status
- Dist. 1199  Local 244
  - Full-Time  Part-time
  - Full-Time Non-Bargaining

 **KAISER PERMANENTE**  
BEDFORD MEDICAL CENTER  
INTERNAL MEDICINE BEDFORD  
19999 Rockside Road  
Bedford OH 44146  
216-524-7377

Mary J Colston  
1700 E 13th St  
Cleveland OH 44114

**RETURN TO WORK STATUS**  
3/16/2011

Diagnosis (optional):

These are your Return-to-Work Instructions. It may contain personal and confidential information about your health. It is up to you to share these instructions as necessary with your employer(s) as required by their policies for you to return to work.

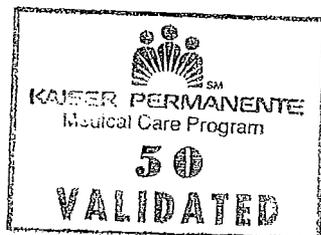
**WORK STATUS:**

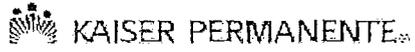
May return to work without modifications. Return to work date: 3/21/2011

May Not work from 3/16/2011 to 3/20/2011

  
Fiona B. Ju RNC, MSN, CRNP

**RED NUMBER STAMP SHOWS THIS IS A VALID ORIGINAL**





REGIONAL SERVICE CENTER  
MEMBER SERVICE CENTER  
5410 Lancaster Drive  
Brooklyn Hts OH 44131  
216-749-8400

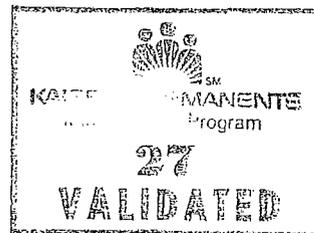
RE: Mary J Colston

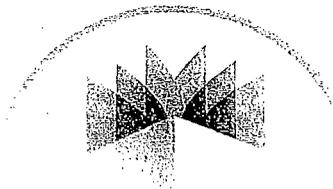
MRN:00631534

To whom it may concern,

Mary Colston had a scheduled appointment 3/17/11 which she cancelled on 3/14/11.

D.Williams RN





## CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

Sharon Allen  
Sharon.Allen@CPL.org  
(216) 623-2970 (Direct)

May 6, 2011

Via Electronic (mcolston@cpl.org) and Regular Mail

Mary Colston  
1700 E. 13<sup>th</sup> St, Apt. 19  
Cleveland, OH 44114

**Re: Request for Leave under the Family and Medical Leave Act**

Dear Mary :

This letter is in response to your request for FMLA leave. After review of your file, we have determined that you are not eligible for FMLA leave because you have not worked 1,250 hours during the twelve-month period immediately preceding the commencement of your absence from work. Our records indicate that you have worked 897.48 hours during this time period.

The law requires an accelerated response time when FMLA leave may be appropriate. However, in addition to the FMLA option, the Library provides leave of absence benefits that may exceed or differ from the benefits provided under FMLA. Please complete the attached "Request for Leave of Absence" form # 421 and return it to your Supervisor within seven days (7) of the date of this letter. A non-FMLA leave will then be considered. Details on the other available leaves are located in Article 20 (Teamsters), Article XIII (D. 1199) or HR Manual Sections 222 and 391 (non-bargaining unit).

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Sharon Allen  
CPL FMLA Coordinator

Enclosures: Notice of Eligibility and Rights and Responsibilities  
Notice of Rights  
Request for Leave of Absence (Form # 421)

cc: Melvin Abrams (via mabrams@cpl.org w/o enclosures)

**Board of Library Trustees**

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary

Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner

**Felton Thomas, Jr., Director**

Zimbra Collaboration Suite

mary.colston@cpl.org

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## FMLA Request

1 Messages

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FMLA Request

Friday, May 06, 2011 4:12:10 PM

From: cpl.fmla@ogletreedeakins.com

To: mcolston@cpl.org

Attachments: FMLA to M. Colston 5.6.11.pdf (641KB)

Please see attached. Original has been sent via regular U.S. Mail.

*This transmission is intended by the sender and proper recipient(s) to be confidential, intended only for the proper recipient(s) and may contain information that is privileged, attorney work product or exempt from disclosure under applicable law. If you are not the intended recipient(s) you are notified that the dissemination, distribution or copying of this message is strictly prohibited. If you receive this message in error, or are not the proper recipient(s), please notify the sender at either the email address or telephone number above and delete this email from your computer. Receipt by anyone other than the proper recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege. Thank you.*

*Unless expressly stated to the contrary herein, (a) Nothing contained in this message was intended or written to be used, can be used, nor may be relied upon or used, by any taxpayer for the purpose of avoiding penalties that could be imposed upon the taxpayer under the Internal Revenue Code of 1986, as amended; and (b) Any written statement contained herein relating to any federal tax transaction or issue may not be used by any individual or entity to recommend or support the promotion or marketing of any such transaction or issue.*

**Cleveland Public Library**  
**Notice of Eligibility and Rights & Responsibilities**  
*(Family Medical Leave Act of 1993)*

**Part A – NOTICE OF ELIGIBILITY**

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

**To:** Mary Colston  
**Date:** May 6, 2011  
**From:** Sharon Allen, FMLA Coordinator

On May 4, 2011 you informed us that you needed  Intermittent -or-  Consecutive/Extended leave due to:

- The birth of a child, or placement of a child with you for adoption or foster care;
- Your own serious health condition;
- You are needed to care for your \_\_\_ spouse; \_\_\_ child; \_\_\_ parent due to his/her serious health condition.
- A qualifying exigency arising out of the fact that your \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- You are the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

**This Notice is to inform you that you: (See Part B below for Rights and Responsibilities)**

- Are eligible for FMLA leave. **All leave taken for this reason will be designated as FMLA leave.**
- Your FMLA leave request is **provisionally approved** on the condition that you have your physician complete the enclosed Federal Family and Medical Leave Health Care Provider Certification Form.
- Are **not** eligible for FMLA leave, because:
  - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately \_\_\_ months towards this requirement.
  - You have not met the FMLA's 1,250-hours-worked requirement.

**PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE**

- As indicated in Part A, your request is provisionally granted. In order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by \_\_. If sufficient information is not provided in a timely manner, your leave may be denied.



REQUEST FOR LEAVE OF ABSENCE

BARGAINING UNIT AND NON-BARGAINING UNIT EMPLOYEES

District 1199 Staff: Refer to Article XIII of the District 1199 Union Contract for the requirements, restrictions, and effects of a Leave of Absence. Teamster Local 244 Staff: Refer to Article 20, Teamsters Local 244 Union Contract. Non-Bargaining Unit Staff: Refer to Section 222 & 391 of the Human Resources Manual.

\*Family Medical Leave (FMLA), if applicable, will run concurrently with any other form of leave the employee is granted. Please contact Human Resources to discuss your benefits.

CHECK TYPE OF LEAVE REQUESTED:

- Medical Leave\* (checked), Family (Includes adoption)\*, Military, Personal, Self (checked), Childbirth, Child Illness, Spouse/Parent Illness

Name: MARY COLSTON Agency/Department: SECURITY OPERATIONS

Job Title: Security

- Non-Bargaining Unit, Local 244 (checked), Dist. 1199

I hereby request a leave of absence from June 13, 2011 (my last working day)

to Unknown/Intermittent Dates for the following reason:

Personal Medical Reasons for Self starting June 13, 2011 on an "Intermittent Basis"

(Attach documentation, e.g., Certification of Health Care Provider)

Note: Approval will be required before leave is granted. Please give form to your Manager for signature.

Mary Colston / May 13, 11 Employee Signature/Date

TO BE COMPLETED BY ADMINISTRATIVE STAFF

Supervisor's recommendations/comments (if applicable):

Agency/Department Manager: Date:

Administrator: Date:

Human Resources Administrator: Date:



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## Re: Accrual Request

1 Messages

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Re: Accrual Request

Monday, February 28, 2011 5:54:57 PM

From: melvin.abrams@cpl.org

To: mcolston@cpl.org

Security Operations unable to grant date requested please reschedule doctor appointment.

----- Original Message -----

From: mcolston@cpl.org

To: melvin abrams

Sent: Mon, 28 Feb 2011 16:18:05 -0500 (EST)

Subject: Accrual Request

MARY COLSTON has submitted an accrual request on 02/28/2011

Requested day(s): 03/17/2011 to 03/17/2011 as SICK

Requested units: 7.5000

Additional information:

DOCTOR APPOINTMENT

<https://ess.cpl.org/MSS/Employees/EmployeeInfo/Accrual/EmployeeAccrualRequests.aspx>

--

Melvin H. Abrams

1

Medical Issue

No one else has been put through this <sup>explained to my doctor</sup>  
Had sick & vacation time available <sup>forced to reschedule</sup> went on off days

Feb 15-11

I was denied to seek medical attention by Asst Chief Abrams, Mr. Hootny and Mr. Novotny. Mr. Abrams basically informed me the Library was 1st I was threatened and intimidated, as well informed what kind of information needed to be on my return to work form from my doctor

The message that our leaders give is, it is better to lie than tell the truth, don't show loyalty or respect to keep from inconveniencing us, don't give us advance notice just call off sick the day you don't want to work and then later down the line they can state you as abusing sick time. I tried to do it the honest way and returned to a hostile atmosphere. Bosses not speaking

2

Union Representation Denied by Mr. Abrams 2 times <sup>preference in process</sup>

4-1-11

Mr. Hootny same person that read & demonstrated the Equal Employment Opportunity Policy on Harassment & Hostile Work Environment <sup>held the</sup> meeting for CPL has been nothing but intimidating & offensive everytime I have been in his presence. This was why I requested representation "my own protection due to the possibility of him stating I did or said something I didn't."

Threatened my job, then sent letters reg. mail, certified, inner office Denied me my rights to copy my own personal files at an arranged meeting w/ Union President present that was scheduled for just that very reason. Then made copies himself and delivered by end of day to my inner office mailbox w/o charging me for them because he was informed he wasn't following Union policy once again trying to cover his unprofessional conduct towards me as well would not put forth effort in giving me a copy of result letter of hostile work environment that I informed him was missing from my file that he sent ~~later~~ w/a note that stated he was informed items were suppose to have been in my file at time of my review that wasn't present.

Had no reason why he or no one had cc Farrell Williams any info on hostile work env. investigation, stated he didn't know they were suppose to send The Union President a copy of an investigation that involved all officers & his Stewards, Farrell's name on everything but the investigation, and he has stated he has been over the guard since 94. Farrell was here

I feel Mr. Hootny joined in on perpetrating the Harassment of Mr. Abrams & Mr. Hootny They were all so adamant on intimidating me about my doctor appt, Mr. Hootny had in my file & write up still that

3

3) Profanity continues in our department & fucking unbecomingly, ushers  
Talks about everybody in front of anybody including supervisors  
I have

SPOTA  
where is it

only officer who  
investment

What ~~can~~ have something  
Corrective Actions that indicates

were taken? ~~to~~ as far as the disciplinary  
to keep me from  
Abdullahat was having to return  
to the same environment

Intimidation makes me feel uncomfortable, feel like a kid looking to  
Hostility: messed with about something, I'm nervous it interferes  
with me emotionally, physically ~~and~~ I'm on pins &  
needles trying to

Several inappropriate comments made when requested new opacth

Phone call w/ [unclear]  
 Witness  
 3-4-11  
 10:00 AM  
 10:15 AM  
 10:30 AM  
 10:45 AM  
 11:00 AM  
 11:15 AM  
 11:30 AM  
 11:45 AM  
 12:00 PM  
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 11:15 PM  
 11:30 PM  
 11:45 PM  
 12:00 AM

After giving [unclear]  
 letter discussed 11:30  
 w/ [unclear]  
 This is unacceptable was informed on Feb. 25  
 to reschedule if I don't show up I will be  
 considered no call no show and would be grounds  
 to terminate me.

March 14, 10 AM  
 11:55 AM Cancelled APPT For 3-17-11  
 Rescheduled For Wed. OFF DAY

3/17/11  
 Thursday

Called Jerry  
 Told him rescheduled  
 ask to him regarding  
 my files I want to retrieve  
 my home work em. he stated  
 he knew nothing about ask me to call  
 his name mentioned as CC: to get  
 an attorney to retrieve the information.  
 because I was told that's the only  
 way I can get it or view it  
 due to him acting like he didn't know  
 just like he didn't know that the  
 of us having to report the recall as CC  
 how his name was never informed by  
 stated he was never informed by  
 the library or Stewart  
 and call him

5:30 AM  
 MARCH 17, 10  
 HAFARA  
 ANSWERED  
 Phone  
 He told me to ride this witness  
 I already have appt. as well told  
 he Novate was informed by library attorney told  
 I couldn't do what he did as treating my job  
 parts why there sent the letter so fast  
 cause I was already  
 intimidated and  
 they had continued  
 to call my bluff  
 Confirmed

Contacted Melvin Abrams  
 to confirm call off for Thursday March 17th  
 I informed him my return date  
 was March 21 which is a vac  
 day that had already been approved  
 his reply was okay no concern  
 showed no reply of hope all  
 well.

He told me I already have appt. as well told  
 he Novate was informed by library attorney told  
 I couldn't do what he did as treating my job  
 parts why there sent the letter so fast  
 cause I was already  
 intimidated and  
 they had continued  
 to call my bluff  
 Confirmed  
 contacted  
 informed him of call off  
 to work date he told me  
 that based on the understanding  
 of what was expected since  
 I was cleared by my doctor  
 they just want  
 to work  
 until they make their call  
 of intimidation  
 he said calling  
 Novate + he will  
 call me back.

MELI'S SO VENIATIVE IF I WOULD HAVE WORKED HE WOULD GIVE ME A POST  
TO STAY ON WOMENS REST ROOM WATCH JUST TO KEEP ME IN A HUMILIATING STATE  
OF MIND TO SHOW I'NO I DIDNT NEED YOU IF JUST WASNT GIVING YOU DAY  
OFF AND LOOK TO HAVE A legitimate post BECAUSE IM THE ONLY FEMALE  
NOT GIVING ME ANY REAL RESPONSIBILITY + KEEPING ME OUT SITE OUT OF  
MIND JUST AS OPIE A PUNISHMENT THAT WOULD INDIRECT FOR NO ONE  
ELSE TO NOTICE BUT HMD I

March 14, 10  
Mr. Noortney,

This notification is supposed for my scheduled  
Doctors Apt. on March 17, 10 which was made on Feb. 25, 11  
and it is important for me to not reschedule due to  
me having a medical issue that needs no further  
delay, this information was given to Dr. Chief Abrams  
of my appointment on Feb. 25, 11 and upon my return  
I will bring notification from my doctor.

Sincerely  
Mary J. Colston

4/5/10 - 3pm (love BAWARRA/1)

161

Yours truly  
Henry J. Colston

This notification is purposed for my scheduled  
Doctor's Apt. on March 17, 10 which was made on Feb 25, 11  
and it is important for me to not reschedule due to  
me having a medical issue that needs me further  
delay, this information was given to Asst. Deep Adams  
of my appointment on Feb. 25, 11 and upon my return  
I will bring notification from my doctor.

March 17, 10

Mr. Hoeting:

United States Postal Service®

Sorry We Missed You! We'll Deliver for You

Today's Date

3-16

Sender's Name

C. Colston

Item is at:  
 Post Office™ (See back)

Available for Pick-up After  
Date: 3-17  
Time: 9 AM

**For Redelivery**  
Go to [usps.com/redelivery](http://usps.com/redelivery)  
or see reverse

- Letter
- Large envelope, magazine, catalog, etc.
- Parcel
- Restricted Delivery
- Perishable Item
- Other:

**For Delivery:** (Enter total number of items delivered by service type.)

**For Notice Left:** (Check applicable item)

Express Mail®       Insured Mail

Certified Mail™       Return Receipt for Merchandise

(Must claim within 15 days or article will be returned)

Firm Bill       Delivery Confirmation™

Registered Mail™       Signature Confirmation™

If checked, you or your agent must be present at time of delivery to sign for item.

Article Number(s)  
700608/0000250859885

**Notice Left Section**

Customer Name and Address  
Mary Colston  
1700 E. 13 1st

Article Requiring Payment      Amount Due

Postage Due    COD    Customs   \$

Final Notice: Article will be returned to sender on

Delivered By and Date

PS Form 3849, September 2009

[usps.com](http://usps.com)

Delivery Notice/Reminder/Receipt

PS Form 3849, September 2009 [usps.com](http://usps.com) Delivery Notice/Reminder/Receipt

Delivered By and Date: 3-16

Final Notice: Article will be returned to sender on

Postage Due    COD    Customs   \$

Article Requiring Payment      Amount Due

Other:       Registered Mail™       Signature Confirmation™

Perishable Item       Firm Bill       Delivery Confirmation™

Restricted Delivery      (Must claim within 15 days or article will be returned)

Parcel       Certified Mail™       Return Receipt for Merchandise

Large envelope, magazine, catalog, etc.       Express Mail®       Insured Mail

Letter       For Delivery: (Enter total number of items delivered by service type.)

For Notice Left: (Check applicable item)

Article Number(s): 700608/0000250859885

If checked, you or your agent must be present at time of delivery to sign for item.

Date:      Time:

Item is at:  Post Office™ (See back)

Available for Pick-up After

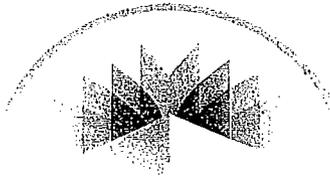
**For Redelivery**  
Go to [usps.com/redelivery](http://usps.com/redelivery)  
or see reverse

United States Postal Service®

Sorry We Missed You! We'll Deliver for You

Today's Date: 3-16

Sender's Name: C. Colston



# CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

May 28, 2010

RETALIATION

Right After Investigation Results

Only 2 officers layed off in Entire library System of

32 Branches & WE WERE In A union & THERE WERE other people that

Mary J. Colston  
Security Operations

Dear Ms. Colston:

The present financial condition of the Library requires that we take steps to reduce expenditures. Due to the economic challenges the library is facing, all staff members, bargaining unit and non-bargaining unit have had to share in the sacrifices. Effective June 2, 2010 the Library is reorganizing and reducing its hours of operations. As part of this reorganization, the Library will have a reduced need for Security Officers and layoffs are necessary. *Kept their posts that were not in the Union OR ANY UNIT*

Pursuant to Article 12 of the Local 244 union contract, "employees shall be laid off based upon seniority." As one of the two least senior Security Officers you will be laid off effective Sunday morning June 6 at 12:01 a.m.

Your health and dental insurance will be continued through June 30, 2010 with any applicable employee contributions being taken out of your last direct deposit of June 11, 2010. You will receive a separate notice of your COBRA rights to continue your insurance on an employee paid basis. Your accumulated vacation balance will also be paid on June 11, 2010. *& Janero Retired All of A sudden June 4th*

Library management appreciates your past service. Please let me know if you have questions or concerns with which we may be able to assist you.

Sincerely,

*Sharon Tufts*  
Sharon L. Tufts

Human Resources Administrator

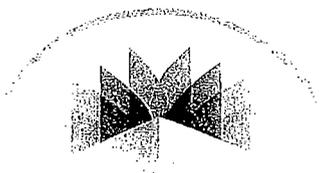
THEY PAYED more in overtime than to have kept us, Brought us back & WE STILL HAD TO TAKE THE Furlough DAYS THEN LATER GAVE OUR DEPARTMENT BACK DAYS BECAUSE THEY TOOK TOO MUCH FROM US AND THAT'S HOW THEY CALLED THEMSELVES GIVING US BACK money THEY NEVER SHOULD HAVE TAKEN

THEY THOUGHT I would quit "GO AFTER MY PERS" especially BECAUSE OF WHAT THEY PUT me thru IT LOOKED LEGITIMATE" JUST ANOTHER ACT OF CORRUPTION Attach: Article 12 Cc: M. Janero, M. Abrams, F. Thomas, J. Williams, Union rep, Payroll OR Job POLITICS

### Board of Library Trustees

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary  
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner  
Felton Thomas, Jr., Director

Carroll Told Joe Smith Not To Look For Work



# CLEVELAND PUBLIC LIBRARY

325 Superior Avenue · Cleveland, Ohio 44114 · 216.623.2800 · www.cpl.org

November 16, 2010

Ms. Mary Colston  
1700 E. 13<sup>th</sup> Street, Apt. 19  
Cleveland, OH 44114

Via Certified and U. S. Mail

Dear Ms. Colston,

This letter is to officially inform you per Article 12 of the Teamsters 244 contract, that you are being recalled to a temporary Full-Time position as a Security Officer- grade C, step 2, (\$17.66/hour, \$34, 437/yr.). This is the same rate you were being paid prior to your lay-off in June, 2010. Both you and the other Officer that was laid off have the same seniority date and the Teamsters contract has no mechanism for breaking the tie. Therefore, the position being offered is temporary Full-Time because the Security Operations department has one regular Full-time position available and one temporary Full-Time position available due to a Leave of Absence, (LOA). You will be eligible to re-enroll in the Library's Full-Time benefits effective the first of the month, following your return.

Once the employee on LOA (scheduled to return in January) returns, you will then share the one regular Full-Time position. Each of you will be scheduled 20 ¼ hours per week. This is Part-time Regular status and your eligibility for benefits and the Library's benefits' contribution will change at that time.

Per Article 12, Section 4, "An employee on layoff will be given three (3) working days' notice of recall from the date on which the Library sends the recall notice to the employee by certified mail to his last known address, (as shown on the Library's records). A laid off employee may be recalled to his position in the event that position becomes available within twelve (12) months after his layoff date."

**This is your official notice of recall. Please contact Assistant HR Administrator Larry Novotny or me at 216.623-2890 by Monday November 22, 2010 regarding your acceptance/declination to return to work from lay-off. If you elect to return to work you will start on November 23, 2010.**

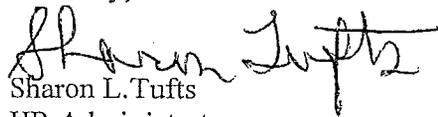
**Board of Library Trustees**

Thomas D. Corrigan, President · Maritza Rodriguez, Vice President · Alan Seifullah, Secretary  
Alice G. Butts · John M. Hairston, Jr. · Anthony T. Parker · Rick Werner  
**Felton Thomas, Jr., Director**

*ALL THIS LO/  
UNION Employee*  
*THE LIBRARY  
WAS SUFFERING  
THIS BAD THAT  
ALL THIS LO/TAKE  
LOWEST PAID  
OFFICERS WOULD  
MAKE UP FOR  
THEIR FINANCIAL  
GAINS*  
*YEA RIGHT*  
*JANERO WAS MAKING  
OVER 100,000 HE WAS  
ALREADY GONE  
FOR MAKING \$ FOR  
DOING NOTHING  
COMING IN TO READ THE  
PAPER*

If you have any questions/concerns regarding this recall notice, please feel free to contact me or Mr. Novotny at 216.623-2890.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Tufts". The signature is written in a cursive style with a horizontal line extending from the end.

Sharon L. Tufts  
HR Administrator

C: HR File, M. Abrams, F. Garrett, M. Scruggs, J. Williams-Teamsters 244

Zimbra Collaboration Suite

larry.novotny@cpl.org

Full Time status

Wednesday, March 02, 2011 10:55:22 AM

From: larry.novotny@cpl.org

To: mcolston@cpl.org; joseph.smith@cpl.org

Cc: mscruggs@cpl.org; mabrams@cpl.org; stufts@cpl.org

Dear Security Officers M Colston and J Smith:

This email is to inform you that both of you will remain on full time status. The current needs of the Security department require that both positions remain full time time. This notice supercedes the November 16,2010 recall letter.

Larry

Lawrence Novotny  
Assistant Human Resources Administrator  
Cleveland Public Library  
Human Resources  
325 Superior Avenue  
Cleveland, Oh 44114  
216-623-2894 (telephone)  
216-623-2883 (fax)  
lnovotny@cpl.org (email)  
<http://www.cpl.org> (library website)

THEN THEY ACTED LIKE THEY DIDNT KNOW WHO WAS HIRE IN SENIORITY AS WELL STATED WE WOULD EVENTUALLY SHARE ONE 40 HR SHIFT OF 20HRS AND NO LONGER BE FULL TIME EMPLOYEES WE WOULD BE PARTTIME WHEN THERE IS NO PARTTIME SECURITY OFFICERS, THIS WAS ALL CREATED & PURPOSED TO CAUSE ME DISCOMFORT IN MY POSITION TO COMEBACK & FEEL FREE TO STAY ONCE THEY SAW I WASNT GOING TO LEAVE EVERYTHING CHANGED ESPECIALLY WHEN I STATED I WANTED IT IN WRITING I WOULD ONLY WORK 20HRS SO THEY COULDN'T OBLIGATE ME TO WORK MORE IF THEY NEEDED ME TOO BECAUSE I MADE IT CLEAR THATS ALL THEY WOULD GET & THAT WASNT HOW THEY REALLY WANTED IT BUT I REQUESTED IT IN WRITING THEN EVERYTHING SEEM TO COME TOGETHER AS TO "NOW WE WILL REMAIN FULL TIME" ANOTHER PLOT TO GET RID OF ME THAT DIDNT WORK & THEY TRIED EVERYTHING"

# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** S/O Mary Colston, Security Operations  
**From:** Sharon Tufts, H R Administrator *Sharon Tufts*  
**Subject:** Management Response Re: Results of Investigation  
**Date:** April 20, 2010

*NOT CORRECTIVE*

*ACTIONS*

S/O Colston

You made a report alleging a hostile environment in your department and disparate treatment. In accordance with HR Policy section 460 which forbids such actions/behavior, Library management hired an outside professional to investigate the allegations. The process was very thorough and took a number of weeks to conclude. It included, among other things, interviews with you, a number of other Security Officers and Security Supervisors as well as the Chief and Assistant Chief.

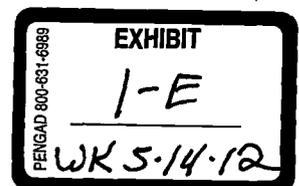
*I REQUESTED  
OR THEY KNOW  
I WANTED  
I WANTED  
TO KNOW  
WHAT  
THEY  
DID*

Policy 460 prohibits any form of retaliation against employees who make a report or participate in an investigation of hostile environment, disparate treatment or discrimination. In future if you believe, there are improper behavior/actions or retaliation you should bring the allegations to the attention of the Human Resources Administrators or the Special Asst. to the Director, immediately.

The investigation has now been concluded and as a result, Library management followed-up with appropriate discipline. The follow-up will also include training on acceptable language/behaviors per HR Policy section 460 for all Security Operations staff.

Library management will expect that all Security Operations personnel's future interactions will be conducted in a respectful, civil and business-like manner.

Mary Colston



COLSTON 5-6-12 000092

April 23, 10

To Whom It May Concern

I Security Officer, Mary Colston would like to request the completed investigation that was conducted regarding my reporting a Hostile Work Environment, I have been informed it is Public Information that in writing I am requesting.

Thank You  
Mary Colston

7

**Interoffice**  
MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** S/O Mary Colston, Security Operations  
**From:** Sharon Tufts, HR Administrator *Sharon Tufts*  
**Subject:** Reply to Your Document Request  
**Date:** April 27, 2010

=====

Officer Colston,

This is in response to your April 23, 2010, request to see the investigation report which followed your allegations of a hostile work environment. We asked for advice from the Library's legal counsel regarding how to appropriately respond to your request, since as you know, HR management utilized an attorney as the investigator.

Per legal counsel's advice, HR management is respectfully denying your request for a copy of the report. The investigation report is excepted from disclosure as a public record by reason of the attorney-client privilege, (Section 149.43 of the Public Records Act).

They base their advice on a precedent established in a case involving *the Toledo Blade* newspaper. See The State ex rel. Toledo Blade Company v. Toledo-Lucas County Port Authority, Slip Opinion No.2009-Ohio-1767. In the Toledo Blade case, the Ohio Supreme Court held that "[the attorney-client] privilege applies when legal advice of any kind is sought from the legal advisor in that capacity and the client's confidential communication relates to that purpose."

Here, as in *the Toledo Blade* case, a factual investigation in response to your complaint was conducted related to legal advice provided by the Library's attorneys, Ogletree, Deakins, Nash, Smoak & Stewart.

C: T. Diamond  
●HR File  
J. Southerland, Teamsters 244

Reply to Document Req.

*This was given due to them acting as though they were not aware of I was requesting the Corrective Actions which I received over a year later when she decided to have just no happen to retire*

COLSTON 5-6-12 000094



TO: Sharon Tufts, Head of Human Resources

FROM: Michael Janero, Chief of Security Operations

RE: Meeting of January 12, 2006

DATE: FEBRUARY 09, 2006

CC: H. Carroll, Deputy Director

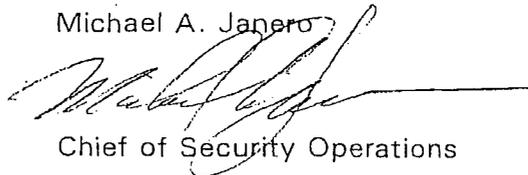
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Ms Tufts

As requested by you I respectfully submit the following:

Ms Blasee in response to your unjust accusations to me on January 12, 2006 I apologize for using an inappropriate word (Bull\*\*\*\*) while talking to you on the telephone.

Michael A. Janero



Chief of Security Operations

BLASEE.06

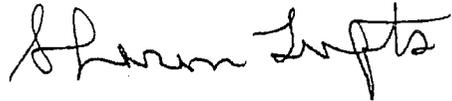
COLSTON 5-6-12 000095

# Memorandum

**To:** Kyle Tatum, Custodial A

**CC:** H. Carroll, W. Satterfield, M. Scruggs

**From:** Sharon Tufts, Head of Human Resources



**Date:** 01/22/07

**Re:** Investigation of the February 4 2007 Incident

---

On February 4 2007, you made a report both orally and in writing that another employee, Maurice Weekly, had allegedly made inappropriate comments to you in the work place, (Main Library rear Dock). One of these comments you interpreted as a threat. Holly Carroll, Deputy Director designated the Human Resources department as the staff to handle the investigation on February 4<sup>th</sup>.

In the course of the investigation that I conducted into this incident I interviewed employees, (you and others as relevant); I requested written statements from other staff that might have had some knowledge of the facts; I reviewed those written statements and I watched a Security Operations' video, for 2/4/07, of the dock area, a number of times. I also showed this video to you and to M. Weekly to get your interpretations of what had been recorded.

Human Resources thorough investigation into this matter has now been completed. Your complaint was taken very seriously. The allegation that a threat was made can not be substantiated by the investigation. However, the investigation did find that Maurice Weekly did use inappropriate language in speaking to you on the morning of February 4, 2007 at the rear Dock. You will receive a written apology from M. Weekly concerning his inappropriate comments, by January 26, 2007.

Thank you for bringing this situation to my attention. Cleveland Public Library does not condone the use of inappropriate language.

SAME STATEMENTS GIVEN TO ALL  
NOTHING CHANGED TO ENFORCE CHANGE  
AS OF 2011

7-28-09

730

I worked for the Cleveland Public Library security department in January 1994 to May 2007. I was harass, bullied, and had to deal with being verbally Intimidated by chief Tawero, and his supervisors, whenever I went to human Resources to file an complaints or UNION grievance.

I received warning letters for not making enough rounds and for coming back from lunch late, which would only amount to one-two minutes, my evaluation was always bad. Just so they could have a paper trail.

I was always <sup>schedule</sup> put on night shift because MR. Tawero always complain about my weight and thought I needed to do more walking.

MR. Tawero never schedule the two white female ON Nights and he never ~~is~~ included them in his so call Rotation schedule. I did file many complaints ~~file one~~ with EEOC, and Ohio civil Rights.

She participated in Both Investigations

→ Lawrence Blum

24  
April 21, 2009

Director Thomas,

I again welcome you to the Cleveland Public Library. Though our conversations have been brief, I recognize that you are a visionary that is ready to take our noble institution to an even greater plateau. Sir I understand the need for everyone to get on the bus, the problem is it seems like we have some who are trying to keep the bus from even getting started. Having been an employee for thirty years, I have grown up in this library and seen changes good and bad. People here, who have been promoted, have not necessarily been the best person for the job. Like any large institution favoritism has played a role in the hiring and firing of past and present employees.

I have not written this letter to single out any one person or situation, because of your open door policy. I am sure you will get an ear full from unhappy staff members, some with legitimate complaints. I think you are very observant and very deliberate in your quest to keep our 5 Star libraries working at maximum capacity, and your Sacrifice, Integrity, and Respect policy, are something I take seriously. In my thirty years of working here, I can only remember a handful of times, when these practices actually took place. Though some may disagree, I feel as I have given my life's blood for this library and will continue to do so, because I love what I do.

Sir, in the next few days you will become aware of what I think is a very serious problem in my department. This problem goes against almost everything you aspire to achieve here. I pray that you will take a serious look at this problem, so that we can all move forward and continue to shine in the national spotlight. I look forward to serving under your leadership. Thank you for taking time to read this letter.

Respectfully

James Southerland

ad

July 25<sup>th</sup> 2009

To Whom It May Concern:

This correspondence was written to inform all concerned parties, of a continual problem within the Security Department of the Cleveland Public Library. **The Lack of female representation throughout the Department.**

As a former employee of the Cleveland Public Library, in the Security Department, I'm not surprised this issue is still prevalent. As the attitudes and opinions of management (Michael Janero and Melvin Abrams) has yet to change. I feel qualified to speak on the matter based on conversations with Mr. Janero where he has referred to Women as "Broads" and Melvin repeatedly referred to Women as "Female Dogs"

During my tenure as a Security Officer and Union Organizer, (7 years) there were no females hired compared to 3 male security officers hired during this same period. Over the last 15 years including the seven year in which I was employed, there has been a total of 9 Security officers hired, **one being female.** There have been numerous promotions of male officers to Supervisory positions, while there remains to be no female Supervisors with in the department. We attempted to address this issue of "Lack of female representation in the department", through the Collective Bargaining Process. It was proposed that the department hire more female Officers, and promote them to Supervisory positions. Without hesitation the matter was not swept aside. It was stated that "Whom ever the Library decided to hire, it's a Managements Rights Issue"

While the solution will not be easy for some to accept, there is one the will be effective. "Change the mind set upon which Women are evaluated at the Cleveland Public Library, within the Security Department"

Sincerely,



Nantambu K.T. Nafasi

27

To: Sharon Tufts; Director Human Resources Cleveland Public Library  
From: Anthony M. Roberts Sr, Security Officer Cleveland Public Library Security Operations.  
Subject: Unfair/Unprofessional Treatment of subordinate personnel.

Dear Mrs. Tufts I have sat down to write to about some serious concerns I have about the treatment of myself and my co-workers. Maam I have prided myself and have tried to inspire my teammates as well as other library personnel to give their professional best to this and any other venture in which they partake.

But as I sit here I wonder about why it is that some of my fellow officers and I are being treated unfairly, and the implement of the Union guidelines are blurred, and at best a weapon for a group of managers that feel as though dissension and mistrust is the best way for us to do this job.

My fellow officers and I are subject to whatever whims are set for the day. For example; it is a common practice for certain officers/supervisors to elect what type of time that will be taken for non emergency issues or time off such as "vacation days or sick time". At the request of the "select officers". While in the case of the "non-select" officers we are held to the letter of "Union Contract" in which we sometimes are persecuted and bludgeoned with because of issues that were being dealt with along time ago by people we never knew.

Ms. Tufts I have tried to show you all that I can be a great asset to the overall mission of the Cleveland Public Library. But I do not think that my immediate supervisors have my best interest at heart. I have witnessed inappropriate behavior and plain rudeness; I have overheard conversations that can only be considered as inflammatory and sometimes sexist and crass. We are not in the business of picking and choosing when and where we will enforce what's right and what's not.

I was recently the victim of what I can only say is "selective enforcement" in which I called off; and to my knowledge was required to return to work with a doctor's return to work form. Now every since I've worked here it has been the expressed policy of the Security Operations Department that every local 244 union employee provide this documentation under "threat of Disciplinary actions up to and including Termination. So I went in and talked to my immediate supervisor to advise him of the circumstances of my absence and he told me that he would consider authorizing a vacation day and would get back to me.

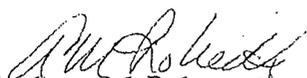
I returned to his office later that day to find that a request for time form that I had completed months earlier and had forgotten all about had been found and used as the reason to dock my pay because I did not follow the Union Guidelines regarding the use of sick time. Sometime later I would find out from another co-worker that he had a similar happenstance and was paid for day although he had a doctor's form but was not sick.

Ms Tufts the omission of names in this document is on purpose but can be provided if needs be. My purpose here is to give you and your department a "heads up" and to also inform you of a tremendous amount of maltreatment and absolute abuse of authority within this department. Officers don't trust supervision and Supervisor's encourage dissension. There is no cohesion in this unit and it's getting worse all the time.

29

I do not feel like apart of a team here, and it's not because of my teammates it's because of the supervisors that we trust to lead us would rather see us at each other throats. It's us against them. So after talking with other officers who are going through the same things I found out that not only has this been happening but these "select officer's mentioned earlier do not have to bring in documentation at all!. Which is a slap in the face of all the other officer's who have to. And is not fair to myself and the other officer's who have to pay co-pays and other hospital bills that we incur during these visits. I feel as though I've been robbed held at gunpoint so to speak.

I went and talked to my Overall supervisor to ask him about the sick time policy and he said that " I have given certain guys permission to take sick time off and not have to bring a doctor's excuse in because these guys don't abuse sick time such as yourself!." I then related to him that "I don't abuse sick time and have been dealing with medical issues and have provided the proper documentation for each and every time I was absent for medical reasons". And then he said "I could make them go back if you make waves but I know you are not that kind of guy!" "So I looked at him as to say you have got to be kidding me!" Here you are taking money out of my pocket and now you want me to take one for the team?" So Ms Tufts I would like for something to be said and done. Our personal lives are being made a mockery of. If you call and talk to a supervisor about issues affecting your ability to work it is fodder for jokes, ridicule and just out right total disrespect. I intend to let your department investigate this matter and hopefully come to resolution but I should also let you know that it is widely felt in this department that we have no voice and we can not depend on anyone to help us. I however feel that a fight that is just will prevail." Evil is triumphant when good men do nothing". So I look forward to working with you and them to bring about some kind of lasting peaceful resolution for us; but don't you think it ironic that the very people entrusted to protect you are at war with each other? Thank you for your time.

 7/22/09  
Anthony M. Roberts Sr.  
Security Officer  
Cleveland Public Library

Dear Director,

As a passenger on the bus that I boarded willfully and honorably, I write you this letter to let you know of the unjust and unfair attitudes that are directed toward me and my fellow officers in the Security Operations Department on a daily basis. As a devoted Christian, I was raised to show respect to all people, and in return be rewarded with the same respect given. I should not have to adjust my beliefs, in favor of others who know not respect.

I often ask myself, how can an administrative leader speak in a vulgar, unprofessional manner daily and not think twice about his actions. As I reflect on these actions, I come to realize that this is the norm for some people; maybe it's the fear in their heart of failure. Maybe it could also be jealousy they have of other's with a bit more knowledge and experience.

I do understand that we all come from different backgrounds and beliefs, but that should not be an excuse to treat a subordinate with total disregard and in an unprofessional manner. I am proud to say that I work for a five star government agency and many people that I meet are impressed by my years here.

People that wish to run a department by fear and intimidation; will one day fail, even if it takes many years to be exposed. Should they succeed with this type of behavior and live a long and prosperous life then "God Bless" or will he?

Why be a leader if you know not how to lead; why not listen and learn, rather than criticize and belittle others, the only reason this is being done is because THEY CAN. These types of people are like poison and the poison is spreading,

Mr. Thomas; I have been told by many that I am a good judge of character, and in you I see a good man who wants to change things for the better. We all know that you have many responsibilities to perform and only wish that you hear our plea, and take this matter into consideration for the better of the Security Department.

Thank You,  
Anonymous

Mr. Frank Nunez  
Supervisor

# Memorandum

*Mr. Abrams  
was able to  
do what he had  
been doing for  
17 years*

To: Subject Department Heads, Main Library  
CC:  
From: Andrew A. Venable, Director  
Date: 11/03/04  
Re: Equal Employment Opportunity Statement

---

The Cleveland Public Library complies with federal, state and municipal civil rights laws. Further, the Library does not discriminate in any manner relating to employment on the basis of race, color, creed, national origin, age, sex, sexual orientation, handicap, disability or status of a Vietnam veteran. In addition, the Library will not retaliate against an individual who exercises rights protected by federal, state or municipal civil rights laws.

The Human Resources Department is responsible for the monitoring of the EEO policy of the Library. However, the primary responsibility for the success of this policy is the obligation of each supervisor.

The Library is committed to Equal Employment Opportunity and Non-Discrimination, and expects the cooperation of every staff member to fulfill these goals.

A copy of the Equal Employment Opportunity and Sexual Harassment policies, (Sections 460 and 480 respectively), are contained in the Human Resources Manual.



*Andrew A. Venable*

May 20<sup>th</sup> 2011

Aretha C Smith  
27060 Cedar Rd, Apt PH8-3  
Beachwood, Ohio, 44122  
216)323-6023

To whom it may concern:

I have had the pleasure of knowing Mary Colston for more then 8 years. During the years of our acquaintance, I have known Mary in many capacities. Professionally as her Supervisor, My Maid of Honor, and now as a very close and dear friend,(my sister for life) part of the family. Professionally, Mary is an intelligent, dedicated, personable, compassionate , caring , organized, efficient, extremely competent woman, and has an excellent rapport with people ,with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness, maturity and professionalism.

As her supervisor, it was my job to lead, Teach, and enforce all policies, as my direct report little did I know Mary taught me that "You cannot shake hands with a clenched fist." "Two may talk together under the same roof for many years, yet never really meet, and two others at first speech are old friends." For these reasons and many more their is no one on earth that I could imagine sharing my special day with then Mary Colston, In 2005, she without hesitation excepted being my Maid of Honor and saw me through a very trying time, by my side arranging a destination wedding in Jamaica for 20 people, she not only within a few months help me pull this off, but brought her brother along and all weekend secretly he was recording footage of the entire event and my husband and I were surprised with the best wedding gift we could ever receive, a video, professionally choreographed with music and special graphics. I cant begin to tell you what that meant to us and still to this day, we have those memories forever, because of Mary.

Mary is an extraordinary woman with exceptional values, a former employee who is now my very best friend. "By chance we met, by choice we became friends"

Sincerely,

Mrs. Aretha C. Smith

Copy (3)

Cleveland Public Library  
Foreign Literature Department  
325 Superior Ave.  
Cleveland, Ohio 44114  
Phone: (216) 623-2895 / Fax: (216) 902-4940  
Email: [ForLit@cpl.org](mailto:ForLit@cpl.org)

October 15, 2009

To Whom It May Concern:

Re: Security Officer Mary Colston

In the year that I have known Mary Colston, I have found her to be very professional and always pleasant. Whenever I have seen her, she has always had a smile on her face with a positive attitude. I have never heard her complain, speak negative about anyone or wish she didn't work here.

I feel confident that if a bad situation should arise, Mary would do her best to assist in defusing it.

Michael Jacobs  
Clerk, Foreign Literature Department

10-24-09  
SAT

To whom it may concern, I've worked with-  
MS. Colston for almost a year now: Since I have-  
been here MARY has displayed nothing but professionalism  
and to see a person as nice as her is a  
wonderful sight because you don't run into that too  
often, some people can be very disrespectful &  
have never seen that from her; I think she's bright -  
very honest and a very hard worker.

I've never seen any disrespect towards anyone  
including myself since I have been employed by  
CPL,

I wish her nothing but the best in whatever  
she does in her life.

Sincerely  
Shaunna A. Sh

DEC

OF

2008

PENICAD 800-631-6889  
EXHIBIT  
1-F  
WK5-14-12

On Friday Dec 19, 08

I got write up for some things that could have been told to me or brought to my attention if happened again I would get write up for these things were real minor & not considered intentional things I just chose not to do but because my being the last on the hiring list I get switched all over the schedule and have to had remembered multiple responsibilities for various shifts and was not performing as a perfectionists.

Book Detector alarm sheets were not added to give total amount of books, DVDs, CDs that beeped as patrons departed the building

Duty Report was what I did all day and my reported times which we do turn in everyday and I had added up and had in my pocket and forgot to turn it in at the completion of my shift and when I came to work I had it to return first thing in the morning but when I arrived I had to sign off on my written warning, even though I had returned the next morn with it,

Brevities - I forgot to start a new date for the new page of the night I began working at midnight and they write me up for that and then reminding me how important it is to document information in the brevities because its the first thing Chief Jenero looks at & reads but later you will noticed I got write up for a different date because I took too long putting information in the Brevities.

These write ups were initiated by Supervisor Harrett and approved by Chief Jenero & Abrams but were given to Supervisor Hunez to present to me on a day they were not present.



## SECURITY OPERATIONS

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**To:** Security Officer Mary Colston, #115  
**From:** Security Operations Supervisor Floyd Garrett  
**Subject:** Counseling memo—written warning—Failure to complete/start Daily Security Brevities Report  
**Date:** **Friday, December 19, 2008**

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On Thursday, December 18, 2008, you failed to enter any information into the Daily Brevities Report as required by Chief Janero. It is every officer's duty working the LSW desk to enter information into the report. You have been trained in this duty by several officers and you have performed this duty on numerous occasions.

It cannot be stressed enough the Chief Janero relies on the Brevities Report to know what has happened in the building and in the branches after he has left for the day. It is the first thing he looks at when he enters the building and failure to maintain the Brevities

Failure to maintain this critical document while you are responsible for doing so in the future may lead to progressive discipline up to and including suspension without pay or discharge from Cleveland Public Library.

*By signing this document, it does not mean I necessarily agree with the statements made in the document; it means I have been counseled regarding an infraction of department policy and procedure.*

Received: Mary J Colston Date: Dec. 20, 08

Supervisor: Floyd Garrett Date: DEC. 20, 2008

Assistant Chief: \_\_\_\_\_ Date: \_\_\_\_\_



## SECURITY OPERATIONS

**To:** Security Officer Mary Colston, #115  
**From:** Security Operations Supervisor Floyd Garrett  
**Subject:** Counseling memo—written warning—Failure to complete and submit alarm summary sheets  
**Date:** Friday, December 19, 2008

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On Thursday, December 18, 2008, you failed to complete and submit the book detector alarm sheets for the Main Building and the Louis Stokes Wing. Because you have submitted them in the past, you are well aware that completing those forms are part of the duties for the 0000 hours to 0830 hours shift. The appropriate forms were readily available at the LSW Security Desk.

Every time you are scheduled to work first shift (0000-0830), the alarm summary forms must be filled out and submitted and placed in the tray with the other duty reports.

Failure to complete this duty in the future may lead to progressive discipline up to and including suspension without pay or discharge from Cleveland Public Library.

*By signing this document, it does not mean I necessarily agree with the statements made in the document; it means I have been counseled regarding an infraction of department policy and procedure.*

Received: Mary J. Colston Date: Dec. 20, 08

Supervisor: Floyd Garrett Date: Dec. 20, 2008

Assistant Chief: \_\_\_\_\_ Date: \_\_\_\_\_



**SECURITY OPERATIONS**

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**To:** Security Officer Mary Colston, #115  
**From:** Security Operations Supervisor Floyd Garrett  
**Subject:** Counseling memo—written warning—Failure to submit a duty report  
**Date:** **Friday, December 19, 2008**

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On Thursday, December 18, 2008, you failed to submit a duty report as required by Chief Janero. It is every officer's duty to complete and submit a duty report at the completion of their shift.

Failure to submit a duty report in the future may lead to progressive discipline up to and including suspension without pay or discharge from Cleveland Public Library.

*By signing this document, it does not mean I necessarily agree with the statements made in the document; it means I have been counseled regarding an infraction of department policy and procedure.*

Received: Mary J. Colston Date: Dec. 20, 08

Supervisor: Floyd Garrett Date: Dec. 20, 2008

Assistant Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Duty Reports + other documents on my past performance would be brought up to be used against me (possibly would be falsified).

↳ Mr. Jenero wasn't welcoming to my interest in speaking w/ the Director

Other people have been mistreated, belittled, called names, unjustifiably been written up, prohibited from going to the 10th floor, been placed under ~~great amount~~ <sup>great deals</sup> of pressure while on duty forced to resign, basically if they didn't kess up to the Jim Jones power that's been inflicted on these officers that are afraid to ~~make a~~ <sup>respect</sup> challenge the respect they not getting for the sake of a dollar bill being more important

I should not have to work with a Boss that <sup>conspires</sup> ~~refuses~~ intimidat with authority and believes he has a Title so superior he doesn't have to give respect to others

Mr Floyd Haret stood corrected when chose not to talk to me when needed to call off (stated he didn't feel like hearing my problem, Conversation was as well placed w/ him on respect, which he was as well arrogant enough to welcome me to file a grievance as if they already they going to get away with whatever no matter who they disrespect. He stated this is a business and their job is to make a body available and if I was sick I should be sent home but I was sick enough if they allowed me to work 14 hours. If they agreed it was okay for me to get sent home didn't work the O/T

THEY DIDN'T CARE

I was subjected to: Intentional Infliction of Emotional Distress  
 as well psychological, physical. Walking on eggshells trying to do everything  
 perfect, didn't desire or look forward to coming to work because of fear of not  
 knowing what was going to happen or if I would lose my job because that was  
 the intention. I would get sick feelings of nervousness, fast pacing heartbeats  
 upset stomach, bad headaches, could not sleep, irritated in personal life because  
 of things going on at work, feelings of hopelessness because I felt all alone felt  
 I was being targeted because it was consistently going on, I was hired  
 with the honesty of bosses + supervisors as well as co-workers informing me  
 females were not welcome and if I wanted my job I better not fight back  
 just conform and deal with what they do because if I didn't I would lose my  
 job mostly because HR are all their buddies and nothing is going to happen  
 if you report anything. I felt isolated because they made people feel that  
 if they were around me it would be more of a problem because I was a trouble  
 maker. I was disrespected verbally from the start to the end profanity  
 of the worst was being utilized and advised them of my discomfort of it and  
 it continued even after I reported it to HR, as well as "Racial slurs, the word  
 Nigger, asshole, idiots, incompetent, stupid, + fuckers was a most common word use  
 insulting words were used all the time losers, and I was trouble maker +  
 bitch with no problem". Much Verbal Harassment <sup>several</sup> offensive conversation  
 talking about a female "older woman" <sup>she</sup> could put it on Tobin and teach him  
 what having a real woman can be like and how she could make him into a  
 real man, ~~she~~ Making sexual innuendos: Uniform pants commented on how I  
 don't have no problems wearing my tight jeans when I'm not working, I gotta  
 watch you you may try to take me somewhere I don't belong, telling me about Evan  
 he had intimate relationships with that still were working at the library and that's who  
 he met his wife and how they were all upset when he got married, how he begged  
 me to get a membership at the gym in the BP Building saying he can't wait to get me  
 in the gym, shared with me a very pretty girl associate he knows that posed for Playboy  
 that autographed his personal book and how that stuff don't do anything for him even videos

he just dont get off into that but the girl was a good friend of his that when he accepted the book, it took about 3 weeks to get more parts and when I finally got a pair he gave me a pair w/tags that had been available in the office all along.  
Questions about my man not being trained good enough cause he wouldnt be on Intimidation & telling me to be careful who I talk to because people these are like family. Telling people Im a troublemaker

Asking me how about I resign because everything was fine before I came and if I resign they will give me a good reference because I just dont get it basically Im a problem because I dont comply and how the other officers dont like me because their afraid Im going to throw them under the bus.

Prohibiting me from going to the doctor w/app and <sup>forcing</sup> me to go another day and my job was threatened if I didnt show up and used the term for insubordi advised Union President (Bubbers) then I get a certified letter informing me my app that I didnt need because all that was required was a return to work slip and I had sick time + vacation available.

Threats of intentional harm for anyone who stabbed him in his back regarding the investigation he was going to fuck them or get them while on duty and carrying a firearm which he always showed off and placed his hands on in confrontational I advised me not to speak to investigator which came to branch purposed for the reason. After Jensen was forced to resign <sup>NEVER</sup> he stated she gone be on the outside looking in cause we getting rid of two trouble <sup>wouldve LEFT ON HIS OWN</sup> makers and officers NEVER laid off in whole library of Telling people I was going to get fired and he wasnt worried because <sup>if I was getting tired of me</sup> <sup>Shit</sup>  
Dinged Out never offered overtime and kept from being updated on anything

2 ->

(7853291)  
SN1020

Hostile Environments pose a cruel dilemma)

forcing victims to

endure the harassment

oppose it w/ little hope of success

or leave the job w/ little hope of legal relief

Should Hostile Work environment be based on an outside objective viewpoint or on the perspective of the victim?

Physical & Emotional attacks are motivated by sexual desires not fulfilled due to interior motives that didn't play out as expected, Work conditions include psychological & emotional work environment which cause anxiety and

deterioration. always afraid I'm gonna do something wrong or having to fear being called in office for something or taken to H.R. I feel my working conditions have been altered and has been created to be abusive working environment,

I describe it as pervasive harassment & also criminal due to the environment I've been placed in due to the hostile environment & hostility my coworker has verbally & physically made known he feels towards me

An actionable hostile environment is created by a supervisor w/ immediate or successively higher authority over employees a depending employee may raise an affirmative defense to liability or damages

Bad Bosses causes

more sick time utilized

and its reported

stress can cause blood clots



I tell Mel about a magazine that I found to be inappropriate in Deck office He acts like he was upset about it & shares w/ me he knows a girl that gave him a porn book of a playboy magazine she had posed in stating she was a pretty girl and that those books does nothing for him but felt the need to share the info w/ I don't know but said he would speak to the guys because that was unacceptable but later I hear Mel saw a Scene Magazine on table in office and stated I don't let Mary see that in here she will report it or something to that affect makes it seem as if to be problem not a female officer

SUPERVISORS ISSUES  
WHEN QUESTION ME AGRAMS WHEN I COULD GET SOME MORE PANTS IN A BIGGER SIZE FOR LIKE THE 2ND OR THIRD TIME, HE STATE YOU DON'T HAVE NO PROBLEM WITH THOSE TIGHT PANTS YOU WEAR WHEN YOUR OFF WORK, I STATED WHAT? HE THEN STATED COME TO OFFICE HE HAS SOME I CAN TRY ON AND IF THEY RA I CAN KEEP THEM UNTIL HE ORDER ME SOME MORE. Documented INFO ON SECURITY DATE REPORT THE PANTS  
FRANK ASK YOU WADNA TAKE A ME BIG BOOTYS REPORTED IT & NURSE ON HANDLED DISCIPLINE TAKE OFF SURGE & NO NOT INIFORM DAYS ME  
I PLOD Telling me when I HADA bladder inf. and had to work over I NEEDED MY MEDICINE TO GO BAW YOU SHOULD BRING ENOUGH W/ U NOBODY KNOW HOW JOE SMITH FELT W/ A CALLER OFF ON HIM, MAKING JOKES OF BAD HAITIAN W/ ASK ME ABOUT SP

ASKING DEMANDS TO BE RESPECTED AS WELL AS MY WORKPLACE  
Just like he shared his experiences w/ about 5 other woman he had here at the library that remained here working THAT Basically didn't speak to him because he ended up marrying Kenia AND THEY ALL KNOW ABT EACH OTHER, HAS POWER TO DO W/ WORK

Do Drawer inspections to if we have any personal items  
Have to ask for rest room break

Bad Mouthing Me  
Continues to have Volgarth Mouth  
Profanity ASSHOLES  
fucking Unbelievable / (Not Cordial but speak)

Talk about Frank as a supervisor  
She not a good supervisor and stated she complained to upstairs about him several times and branch mags, like him, Frank told me he didn't like working w/ me because Mel & boys are watching me  
Don't ask me to work overtime & when I did at Lakeshore 30 year party was informed by Frank to watch the car w/ the dark and he said Mel told him to have me do it and then Frank had me standable outside the whole time that then told me I could do it the car because it was a cold winter night & couple just do. Mel

Informing people to watch what they say around me, make some work  
Reprimanding me in the open  
Telling people I'll be outside looking in. HR is also tired of me  
INSULTING: I'm NOT A OFFICER OF QUALITY  
Repressed me of showing Union Representation not once but 2x and H.R. Novotny has been rude & impolite 2x  
Threatened my job if I went to Dr. ON ST. PATRICKS DAY EVEN w/ RETIRED NOTICE  
3rd & Denied me my Files w/ I AN APP COPIES DIDN'T charge MF GIVE ME THE INVESTIGATE I GOT TO HAVE BE



② Bully why are we so set against our children being aware that its not  
for other kids to Bully other kids? Is it okay for adults to Bully adults who  
are there not laws protecting adults + what can we do to protect ourselves  
to being Bullied at home any different than schools, or workplace there  
are rules + somebody in authoritative positions can + should protect those of  
us that have been or are being bullied. Being bullied is a form of abu  
& Abuse comes any many forms, Mental, Physical, Psychological, Emotional  
Sexual, Substance they all have a different impact but even more important  
they all hurt and a healing process needs to be implimented. No pain is  
equal & no recovery is equal they all effect differently but none is ever  
forgotten once a victim always a victim. It does affect our lives in many  
negative ways + when we fight for our rights there should be people in  
position to follow laws to send the message it will not be ok to get away  
with purposely creating an atmosphere or environment of discomfort for another  
in at the convenience of some that are identified as Culity. Whats the  
purpose in retrieving evidence if authorities dont identify the gun as the  
weapon. A PATTERN THE HAD INTENT + AGED TO HARM ME  
Name calling: 10 only female hired on 14 yrs. I argue to give oral sex of wanted of  
Security Observation Fuck Her. shes not your Boss FT WAS DONE OUT OF SP  
Purse located + kids having sex w/ in some week or ill

I left Bed scammed  
asked to Out next time I get waste up everything was fine before I came  
Left exchanging sheets at midnight w/ officer that made a verbal threat against my life  
for weeks + she was never suspended but I got suspended for paraphrasing

Paraphrasing Books left out in the open + then I was made fun of;  
forced to work w/ without medication for Bladder Infection "Floyd's comments"  
Floyd telling me somebody's got to be the bad guy.  
Threatened not to go to W. Dept. or would lose job then sent certified mail by Mel, DR  
Genero bribed people in first investigation w/ ABC groups not needing instructions  
Mel threatened me not to talk to investigator then went off on her when confronted  
Mel Commented on my pants, training my man, wearing a black coat on duty while  
How he couldnt wait to get me at the gym to work out w/ me, patrolling  
How I need to be careful who I talk to people their are all like family + they look out for  
each other

Hired + promoted a Officer w/ a felony of rape charge;  
Talked about me + labelled me as a trouble maker to an outsider at Ungom store  
Wrote me up for not do patrol 30 days late + HR broked them up + let it be put in  
Denied me my Union Rights to make my own copies of files desired my file  
Denied me Union Representation when needed to see same HR man that had threat  
Directed put my meeting off 2 times + made me wait 20 mins when we did meet  
Tried to break w/ HR bombards she never made time for me



On Thursday At or about <sup>Hours</sup> 1700, I was requested of my post to meet w/ Mr. Abrams for him to go over a yproper Fire Valve Inspection due to the fact I was trained improperly ~~by~~ a guard initially. Upon doing the Inspection Mr. Abrams basically let me lead the way making sure I could lead to the right area seeing that this was my appointed duty. While we were inspecting the Fire Valves I was heading in the direction of Fire Valves 1 + 2 after departing the Pump Room in LSW and Mr. Abrams stated "Hold on where you ~~going~~ <sup>take me</sup> I gotta be Careful you might be trying to take me somewhere I don't belong." Which at that point I gave no response being sure not to feed any further into his eagle and being cautious not to get caught up in anything that wasn't pertaining to business as well as ~~not to get caught~~ making sure since I was leading the way, when it was time to go upstairs from the Pump room I bagged back and let him go up the stairs so he couldn't stare at my butt which he seem to be real aware of my reasons for him to at that point lead the way which at that point I got off at 5:30 and him choosing to go over this inspection caused me not to leave until 1735 or around that area and about 1734 he'd asked what time was it, knowing I was late leaving and when he asked what time it was I told him it was late, later than the time I was suppose to be off duty. Which I felt he did this purposely to cause me the discomfort of getting off late just another waef of him utilizing his authority

Dec 1, 10

At 4:30 am Thursday Morning  
Officer Colston found located under  
Sign In Book, a Book Titled "a confession of  
a Porn Star Absolute Mayhem". This is not the  
first time I have come across these types of  
sexually explicit books in the Dock office w/  
sexually nude woman & other sexuality books  
that may be <sup>were</sup> stored inside office drawer areas,  
and I do have a major problem with them being  
a female knowing that my fellow officer/Union  
Stewart is entertaining himself with a form of  
pornography. and as well took picture of the book

Joe Stewart  
worked in Dock  
from 8:30-5P  
Dec 1, 10

Mel made aquisition

(3)

that roomer has it that the three of them own on each others side and nothing happens when anyone has come to the 10th floor because they're all buddies. Which I informed them all in spite of the roomer and what hasn't been done in the past it has no bearing on my particular case due to the fact that I'm not afraid to face the chain of command because I refuse to be disrespected yesterday, today, tomorrow, next year or ten years from now and how I don't care about Titles, because there is no Title that approves the right to disrespect and it does go both ways if you want respect, you give it and if I don't get it, I don't give it, but I should not have to come to my work place and have to deal with a Boss or Bosses that utilize intimidation amongst their employees rather than just simply giving respect and using authority but having good mannerism & leadership skills, not acting hoodlike. Ms. Tufts did speak on the fact that the Director is a very big believer of Respect. This is the reason I want the Director made aware of what's really behind our Security Officers motivation, for most it is intimidation and its time for it to be exposed and they are afraid to step forward for fear of retaliation or termination or forced resignation. I being the only female officer feel somebody needs to ~~take~~ take a stand if we want to make a change, because if we don't ~~take~~ take a stand, we ~~will not~~ fight for change, we will fall together. This is where my problems began and it became consistent in my work environment becoming consistent by unbearable.

1100hr.

Tue April 28, 09 This day was in regards to the reported incident of what I reported about Assistant Chief Abrams as well as Chief Jensen having intimidating conversation with me and Chief Jensen allowing it to go without intervening and admitting he should have gotten involved before it escalated because his door to his office was open & he heard everything and did nothing.

April 29, 09 Wed, 1400 hours.

Officer Tokun came to relieve me and I had stated to him my concern of making sure my times for breaks & lunches were accurate because I was trying to keep the Supervisors & Chiefs from harassing me, he stated yea I heard what happened and you don't want any enemies here and I stated I don't want any enemies but neither am I going to tolerate people mistreating me or disrespecting me, he then stated I'll be whatever they want me to be to get my paycheck I told him well I get dignity and I'm not going to degrade myself for a paycheck & let people mistreat me to save my job you still have rights as a human being.

May 5, 09 Received Letter from Sharon Tufts regarding her decision on incident reported on complaint made regarding Mr. Abrams which was as well received on May 12, 09 in my mail-box due to my off days being on Mon. & Tuesday I actually received it on Wed. May 13th of 09. Which I was totally blamed for everything and written up.

May 7, 09 1540 hours Wed.

Union Steward Stefanos & Southerland informed me as well as other officers stated, Chief Jenero had been speaking with several officers in regards to complimenting them of their fine jobs & telling them he had formed groups with only special or certain Officers these groups were labeled as ABC & possibly D purposed for certain officers not having to bring Medical Back To Work slips if they miss 1 day of work, and as well asking them how they really felt about the Supervisors & Managers in our Security Department, wanting to hear what complaints they had regarding him being "Mr. Jenero, Mr. Abrams & Mr. Floyd Harret", This conversation was never extended to me but I was also made aware Mr. Jenero was asking what they felt as describing the Best to the worse officers and it was reported that he wanted to hear the others describe Officer Colston "myself" as the worse and everyone saw the plot becoming more visible, Their miseness had been put in force while they were given word someone had gone to the director which had reported our Security Supervisors had been mistreating their employees which I was named by Jenero to have been the one to have initiated the reported information, but had been made aware it began with one of their own Supervisors Nunez. It was told to me they felt this was organized to make as many as possible believe their gaining brownie points with the bosses which some fell for this and later down the line it had been placed back to normal everyone was suppose to have to bring WND excusio if thou miss a day when thou felt not at danger.

to my employer, sticking it out for my own shift  
and then my employer not care the discomfort he placed  
upon me threatening me as his employee ~~as well as every~~  
~~an employee out there would be at work~~

I came to work and was dependable to show for my own shift  
It's not my fault it wasn't a good night for me to do overtime

I came to work prepared to do my shift that was given it  
wasn't my fault they had a.

I came to work prepared to do my shift and it wasn't a  
good day for me to work overtime but unlike those that  
turned it down I wasn't given that choice it was forced  
and my thanks was being threaten'd by the same  
person that needed me to backup the hours that kept  
helped him able to go home. Later I found out it had already  
been worked out for someone to come in if I left at  
12 midnight but that information was kept from me  
These are the games played by the same people that  
are suppose to be on our team (United we stand  
Divided we fall)

With all the Managers meetings that has taken place  
if they are taught treating their employees like  
this the Bus is ~~headed down~~

going to crash. Just because you  
have have a title that puts you in charge doesn't  
mean you don't have to utilize respect because respect  
is what you earn not what you take. The Director  
has a vision and it starts with respect if we're known  
to give 5 star service, it <sup>MUST</sup> start with the staff giving it  
to each other, ~~it starts~~

At 1524: Before I arrived on duty (Carnegie West)

had an incident and Lane & Dowden were inputting info when I arrived I'm hearing lots of pieces as I prepare for my shift. Pass on information was not where near complete

16:50 Dowden was still presently documenting follow up info

Blesinger was at present still at computer trying to put in place info of what needed to be documented and Dowden was typing up a report on the other computer. Murex comes out of office and tells me to contact Myron to give him info on what happened at Carnegie West & tell him I don't know what happened and then still documenting the days tell him what you heard or something to that effect. In meanwhile I call Dowden & tell him he needs to call Myron or Joe because I don't have all the info to pass on then you started I'll call everyone then Frank comes back in and ask if I made the call to Myron I told him again I wasn't

able making the call, but I will try then Lou had given me what he had written so far but hadn't completed his documentation as I called Myron and informed him I was not here at the time this happen but I'm going to read to you what I've been put together this year, I read to him & Frank is standing over me listening then he takes the phone when I'm done and sums up what happens then takes the phone. The phone tells me he wasn't trying to be mean but when he gets off

were ~~have~~ to all do are upset and the conversation seems to be headed into what looked like a disagreement so I stated to him it wasn't professional for us to be out in a public area debating this and we needed to go in the office. Some were in the office and Laura was present I indicated to Murex of you speak first & I will listen then I will speak and he advised me that as an officer we are a team and that when I arrived it was time for Blesinger to be relieved from duty and I am to pick up the pass on info & continue with documenting and following up with the protocol of making the calls on the call list because Blesinger writes too much info.

He told me to either make the calls or finish documenting what ever Blesinger was still in progress of writing. I asked how am I going to write down what knowledge is in his head that he's still trying to put together and I told him one of three of them need to make the calls because I had no clue of what needed to be passed on and indicated that what he told me do wasn't that I'm going to call him because it was out of order & state that I will go home before I deal with this fooling me in professional and I did call but

Aug. 13th 1200

On Thursday arrived to work at 1200 believing I was working 12-8pm I made a mistake when I arrived Mr. Harrett did not speak to me when I spoke I sat at the roll call table waiting for roll call to start and Mr. Roberts and I were discussing if they were having roll call. As we began to discuss the daily sheet of units he informed me I was due at 9:45 I looked at the schedule and informed him nobody called me to tell me even though it was noon, I admit I was late "my fault" but just out of curiosity I ask why didn't anybody call me Mr. Abrams stated "Mr. Harrett" I asked why didn't anybody call Mary? When questioned was asked to Mr. Harrett he stated that's not my job. 2nd time I've been informed he didn't want to do something regarding talk to me. Last time he didn't want to hear about my "bad hair day" afterwards he stated Mr. Batherland called me but number was disconnected which I had inform them the new number was put on roster in office particularly Mr. Harrett's Desk and at the front desk book which just so happen to have been covered up with another sheet and stated new roster had just so happen to get renewed the day before

NO 7-30 SHIFT NO TIME GIVEN ARENDT WAS ON VAC. BUT OF 3 WEEK

# CLEVELAND PUBLIC LIBRARY

32

*ma*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: AUGUST

WEEK OF: 09 TH TO 15 TH

DATE: July 27, 2009

1

2

3

4

5

DATE	09	10	11	12	13	14	15
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1830
WASHINGTON 1			VAC#9	VAC#10	VAC#10	VAC#10	VAC#14
BRENNAN MP2		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
NUNEZ M P3		1200-2030	1200-2030 0800 court	1000-1830	1200-2030	1000-1830	
BRANCH PATROL							
1 SOUTHERLAND	MP-1		1000-1830 SICK EASY	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030 LATE	1000-1830 LATE	
3 DOWDIN		1200-2030	1200-2030	VAC#14	VAC#14	VAC#9	
MAIN BUILDINGS							
4 ARENDT		VAC#14	VAC#14	VAC#14	VAC#15	VAC#15	
5 TIDORESCU		0900-1730	0900-1730 0800 court	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	0945-1815	1000-1830			1000-1830	0830-1700
10 COLSTON	1530-2400			1000-1830	1200-2030 LATE 1000-1830 LATE	1000-1830 LATE	1530-2400
11 TOBIN	0000-0830	0700-1530	0700-1530	0700-1530			0000-0830
12 MARN		#14	0830-1700	0830-1700	0830-1700 SICK	0830-1700	0830-1700
13 FADIL		SICK		SICK	SICK	SICK	SICK
14 ROBERTS		0830-1700	0945-1815 1000-1830	1000-1830	1200-2030		1000-1830
15 SLESINGER		0945-1815	0945-1815		0700-1530	0700-1530	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17							
18 HALASKA		0900-1730 VAC		0900-1730	0900-1730	0900-1730	0900-1730 MAIN
VACATIONS AND SICK							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	3	1	1	1	2
Total working							

SCHEDULE IS SUBJECT TO CHANGE





April 25, 11 Monday 1050 am

Union Steward Officer Southerland informed me in front of Supervisor Blake that he and Mr. Abrams talked about the ongoing investigation that they had already talked to me about 2x and I have complied to do consistant rounds since the investigation & new post orders were put in writing, officer. Southerland stated he asked Mr. Abrams why are they still looking to discipline me because he felt it was over due to me complying w/ not spending time at desk any longer. He stated Mr. Abrams stated because shes not doing her job, then he stated he questioned Mr. Abrams by asking him <sup>are</sup> you saying she doesnt do her job? then Mr. Southerland stated he heard Mr. Abrams stated she wont be quiet, then I asked him "you said Mr. Abrams stated I wont be quiet? then he stated Mr. Abrams didnt say it in these words but insinuated I wont follow suit "Some thing Jenero told me and when I asked him in the company of Mr. Abrams at the time Mr. Jenero told me Mary you dont wont follow suit and I asked them both does that mean I wont follow the other guards as far as going along with whatever. Jenero said yes pretty much and told me everything was fine before I came and I asked so what yall want me to do quit and they both were in verbal agreement saying thats up to you and then Jenero stated how about the next time we how to write you up you just resign and that way we can give you a good reference and I told them both how about no, and if necessary I wont need a reference, Mr. Southerland indicated he didnt know when they were going to complete the discipline part and as well stated hopefully they will leave it along because tapes of every other officer will need to be checked and if you have been consistantly doing patrols and not spending time at the desk you have complied, & it was already admitted by me that we as officers document on post monitoring cc/TVs is just a way to indicate we are not doing patrols that was already stated in the investigation so I have complied with what they requested since so if an officer states their at the desk monitoring cc/TVs and their on the internet or have it on a music website are you checking the computer times to see if what they documented is factual because both situations creates not whats documented, so if my work performance shows I've tried to do better why are my supervisors so adamant about writing me up as if its a down line on me as is this retaliation due to grievances that were filed

On Friday July 24,

①

While on post duty at Unit 8 Main Desk when I arrived the Digital Security Cameras were not viewing at about 10am Supervisor Harrett was on site and I asked him if he could assist and he was unable to help me he was very ignorant when it came to doing much with the computer and stated he didn't know the password this has happen before with Supervisor Nunez, he didn't know what to do in that same situation and Supervisor Harrett which is suppose to be a Secretary don't know how to operate the Fax Machines & he as well have made statements regarding not knowing how to do things on the computer, Supervisor Washington has stated he doesn't know how to forward the phone & has trouble with reports writing

at 1205 hours I was given a compliment by <sup>Tim</sup> Murdock ~~in regards to him being ask to write a letter in regards to the day of 4 of July when I was not made aware as~~

he said I did not mind and understood why I requested

~~to write~~ stating my doing a good job of holding a lobby full of luggage, carts, guitars etc. and that he admitted I was doing my job, he was asked to ~~make~~ sure others knew because some people only see the things I don't do. He then stated on his <sup>own</sup> that he was requested to write a letter in regards to the call he received from me on the 4<sup>th</sup> of July because the lights were not coming on in a normal manner in which I was used to when I arrived for work at the Officer on post didn't know or inform me why, stated he didn't know and put in the duty log. he patrolled some floor with me and witnessed same problem but didn't pay any attention because he shift is performed during daytime hours I check for certain things because I work alone at night to midn never once did they confront me or ask me anything about that situation and didn't tell me they had a problem with it before July 24 today and I again thought I was doing right and did what I felt was necessary to be safe as well as keeping myself out of a situation that could have caused me of tripping

Friday July 24

(2)

These situations are the evidence of those that gave me a heads up on the fact that my supervisors were premeditating to compile some things to plot against me so that they could create forms of discipline to get me out of my job and stated they weren't going to stop until I'm out of my job whether I resign or they get me fired. This is Harassment. I'm thinking I'm doing my job there not telling me what I'm doing is wrong so if what I did is done again it just gets added to the compiled complaints there mentioning up against me. <sup>WHY</sup> Did they write the officers up who had been informed me before I arrived that didn't get an understanding of what BYPASS meant to give me an understanding what reason the lights were out for, we both thought it was stated by Officer Smith. As bad as they have it out for you I wouldn't doubt if Mel or Jenero didn't turn them out cause they knew you would be here at night alone. I have worked here a little over a year and never have I had to patrol the floors and if I went to turn on lights they didn't come on and it's not my first time work the 4<sup>th</sup> of July and my safety was questioned and I did what I felt would give me more comfort, Officer Smith did inform me he over heard Supervisor Harrett talking about me <sup>(NOT THE 1<sup>st</sup> TIME)</sup> and he asked what was the problem

4

July 24

At the Board

Told me they were doing me a favor because I could get suspended

At the meeting with Novotny he began by sharing with me the decision for my discipline had been made informed me my meeting with Harret when I didn't respond had ~~given me~~ taken away my opportunity to give any justifiable reasons to the dates complained against me, when I informed him I had not been informed that was my only chance to speak he basically stated well that's what the time was for and I was not given any way to justify this situation and my Union Stewart agreed & stated Mr Harret never made that clear in any way the write up went forward and any way made to justify was ignored he told me for next time I'll know and when I tried to speak he told me he needed to speak w/ Union Rep regarding another persons situation he's heard all he needed to hear Jenero wasn't present & they wasn't present they do their

duty work & disappear. ~~I reiterated so I can't tell you~~ I stated you made time to listen to them but can't make time to listen to me I told him if you listen to me or look at my duty reports maybe rather than pointing the finger at me you could point them at these & I asked to be suspended

I asked for a copy of whats in my file stated I had to wait to Mr. Jenero comes back I feel very uncomfortable in even coming to work because no matter what I do their going to create a harassing work place for me I wasn't made aware my work performance was found desatisfying to those that if they would have just told me I could have done something or informed them I thought I was doing what was expected they said if problems or interruptions occur on your shift document it and I did I don't make a habit out of not patrolling one min its not about how many buttons but to take time to observe, no time have I been on my shift has anything happen to the building or anything materialistic. Also I asked what was the policy in the order people are hired if hired at the same time a same date they complained against me for patrols not being made a couple of times with reason

On Sunday Aug 9, 04

At 1515 hours Officer Smith and I conversed regarding the date of my first hearing with Novotny and I informed him of what I said about him and how his name came up as far as my stating he & I felt the lights being out could have been intentionally done by Mr Abrams seeing they in the Security Office have it out for me and the question I asked about if he received a write up as well as the bypass of the lights not being reported as to why he didn't rel. the information to me when I arrived for duty, he stated they said things I said to be totally different which I know & stated to him they would because they want him as against me as the others. He told me he figured they did that and that he was mad but wanted to cool down before conversing, as he wouldn't say anything he would regret. He stated come here and proceeded with giving me a hug and stated he see all of the things their doing to me and informed me of how bad their trying to get rid of me. He as well stated further to watch my back & don't talk to anybody because none can be trusted their smiling in my face and talking behind my back, and as well stated not to trust Union Stewart James Doutherland because hes talking and doesn't have my best interest at heart, which I stated I know he missed a hearing he was to represent me in and didn't come to work or call to inform me he wasn't going to be present or call the Union President to inform him of the first hearing. Which on Sunday Mr. Abrams stated he didn't know what he or Stejanos was doing as Union Stewards and I being the only female should become a Union Stewart because those guys don't stand up for us" and you see he called off and didn't give you a call to inform you. As well he stated that "Blough Harret looks over our Union Hude lines and when we mess up he checks basically to find a crack in between to get us caught up and they we get bullets they got the gun & be careful not to give them the amo because we cant win no matter how many letters others may write for back up of our mistreatment. Because Mr Harrett studies his available ways to drop the hammer & how they didn't say anything to me earlier because of past times of combative conversations when they have tried to inform me of dissatisfying situations

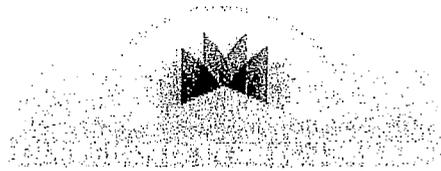
Recall

On Thursday after being questioned w/ Union Lt. Southland regarding the investigation w/me reporting I documented I was at the desk monitoring cameras and they recently reviewed camera footage and saw I wasn't at desk but was in landing. Southland stated he was not made aware this was an ongoing investigation and stated in front of Supervisor Brennan, Blak and myself that Myron Scruggs stated after the meeting that held at Lakeshore that he stated it was over and I asked him again and he stated it was over and Mr. Scruggs made the statement. Then we discussed how come they waited this long to view the camera footage if I had already been confronted and indicated being at the desk monitoring CCTV was just something to indicate we were not doing patrols & after they made me aware in the 1st approach they wanted continuous patrols I had already complied to do that and up to them making scheduled post orders we all sign off on receiving. But coincidentally this ongoing investigation came about and I was questioned after my grievance against Mel Abrams was made and Mr. Southland was asked by Off. Colston to question Myron regarding if this was an ongoing investigation which he stated yes it was but weeks have gone by and no discipline was ~~initiated~~ initiated. This was identified as retaliation.

When I was questioned I stated I don't know what I may have been doing and when asked did I want to view footage I stated no, I didn't recall what I was doing & I didn't want to view footage if they feel they need to discipline me do whatever because what I'm dealing w/ this stuff is basically not worth the fight (THIS WAS THE ~~DAY~~ AFTER FINDING OUT ABOUT DEE) AND if it took this long for them to review this as evidence than it is looking like then just trying real hard to write me up for something I do what EVER

42 DE 27  
Crystal Jeter  
Reported she left  
classes and never  
returned  
R. Woodland  
RABOC

Thursday April 23 I reported out Janette's duty reports while on duty that I viewed the front patrol room's patrol schedule but don't recall what I was doing & I didn't want to view footage if they feel they need to discipline me do whatever because what I'm dealing w/ this stuff is basically not worth the fight (THIS WAS THE DAY AFTER FINDING OUT ABOUT DEE) AND if it took this long for them to review this as evidence than it is looking like then just trying real hard to write me up for something I do what EVER



## SECURITY OPERATIONS

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**TO:** ALL SECURITY OPERATIONS STAFF MEMBERS  
**FROM:** ASSISTANT CHIEF MEL ABRAMS  
**SUBJECT:** PATROL SCHEDULE FOR WEEKEND RELIEF 1530-2400  
**DATE:** MARCH 9, 2011

MEMO # 02-11

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As Security Operations begins the task of updating our Security Operations Policies and Procedures Manual during the year 2011, Security Operations Staff will be given several items of information in the form of Memos. These should be treated as Security Operations Orders and entered into your personal procedures manuals.

**This memo will address the schedule of the weekend relief shift for the hours of 1530-2400.**

**PLEASE SEE THE ATTACHED SCHEDULE ON PAGES TWO AND THREE OF THIS DOCUMENT**

**SATURDAY SCHEDULE 1530-2400**

1530-1710 Louis Stokes Wing Front Desk—On Post. Assume all duties associated with this post.

1710-1725 First break.

1725-1915 Louis Stokes Wing Front Desk—On Post. Assume all duties associated with this post.

1915-2015 Lunch  
~~715-815~~

2015-2130 Patrol Main Building

2130-2145 Second Break

2145-2330 Patrol LSW

2330-2400 Update and print out the radio log, download patrol pipe, and prepare for the arrival of the next officer.

**SUNDAY SCHEDULE 1530-2400**

1530-1630 Patrol Main

1630-1730 Patrol LSW

1730-1745 First Break

1745-1845 Patrol Main

1845-1945 Patrol LSW

1945-2045 Lunch

2045-2145 Patrol Main

2145-2245 Patrol LSW

2245-2300 Second Break

2300-2330 Patrol Main

2330-2400 Update and print out radio log, download patrol pipe, and prepare for the arrival of the next officer.

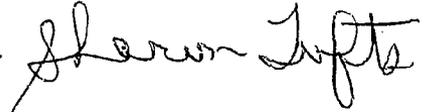
# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** Mary Colston, Melvin Abrams – Security Operations

**From:** Sharon L. Tufts, Human Resources Administrator



**Subject:** HR Review of April 9<sup>th</sup> Colston/Abrams Incident

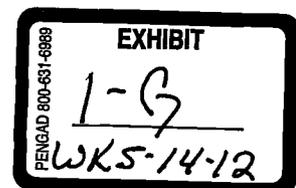
**Date:** May 5, 2009

=====

I am reviewing the information both written and verbal that you presented to me in our meeting of April 21, 2009. The situation is complex and requires a thorough review; I have not completed my review at this time. Additionally, I am checking with legal counsel regarding "the lead time required between shifts" issue that Jarrell Williams of Local 244 indicated was a DOT work rule CPL was subject to.

I will complete my review and give you a written response by Monday May 11, 2009.

**C:** M. Janero, Security Operations  
J. Southerland, Security Operations  
J. Stefanos, Security Operations  
J. Williams, Teamsters Local 244



COLSTON 5-6-12 000140

Tuesday April 21, 2009, At 1100 hours.

A meeting was conducted and those that were present were: Chief Jensen, Assistant Chief Abrams, Union Steward Presidents, Mr. Williams, Union Stewards James Southland, Joseph Stefanos and Myself Officer Mary Colston, along with Sharon Tufts H.R.

Officer Mary Colston was given opportunity to speak first to inform the purpose for this meeting which I didn't have to think about the order or what needed to be mentioned because I had written documents prepared from the day this problem had occurred so I was given permission to read it out loud. Afterwards Mr. Abrams was given opportunity to share his version which he was unclear about some things, exaggerated, studding and stating he wasn't sure as well seemed to be very unorganized verbally when he began to speak as well smirking as if either he thought things were funny or just being arrogant believing he was so confident in knowing he was in a safe zone, utilizing statements such as Bucka Bucka Bucka, not real sure, I think, placing statements in wrong time zones & just didn't have any of the facts right or in order, & no documents were used or evident that were used to have used for organizing in detail what really happened. Mr. Abrams seem to not ever make it clear when he was asked "What help was it to send Mary home 6 hours early if he was already short of overtime coverage?" He had no logical answer. Even with the disrespect already being an issue in why we were there in the first place Mr. Abrams arrived at the meeting and spoke to everyone specifically except me being Officer Colston he still was demonstrating bad mannerism as well as a form of disrespect. Up to this date and time an apology still hasn't been offered for the hostility that was presented towards me.

Mr. Jenero was given an opportunity to share what he needed to share. He basically didn't have much to say other than he did hear Mr Abrams & myself going back and forth because his office door was opened and Mr Abrams & Mary had become loud together and that I had made it known I wasn't feeling well and spoke on later. I came in his office informing him of Mr Abrams forcing me to go home 6 hours early and how I wanted to stay and that he advised me to tell Mr Abrams I wanted to complete my shift w/o shouting, which I did, but Mr Abrams was not trying to hear it when I went back out and requested to stay. Mr. Jenero as well stated "Today" <sup>was</sup> was sitting at the Roll Call table and ~~she~~ <sup>she</sup> was talking out loud to where she knew I wanted him to hear me because his door was opened, he stated I couldn't quite hear what she was saying "because I have a hearing problem but I know she was talking to where it was supposed for me to hear. What he heard me say was "My boss called me a liar & slammed a door in my face and how it wasn't professional and ~~for~~ <sup>shut on</sup> I would be going upstairs to the 10<sup>th</sup> floor & from this point on I would be documenting everything. But I specified "Today" because in our informal meeting Mr Jenero stated he didn't hear Mr Abrams call me a liar which I know he did because Mr Abrams was in his office doorway and it can be viewed on camera, and if Mr Jenero stated he could hear me talking at the table, he could hear Mr Abrams call me a liar inside his office because his exact words were "Don't listen to her she's a liar" and I still don't know why he called me that because he was the one that proved to be lying when he stated my urine report showed I didn't go on the 10<sup>th</sup> floor and if I would not have asked to see it for myself he would have never mentioned he was wrong. There was really nothing decided today Mr Williams stated there would be a week given to get a response on what the outcome would be at the conclusion of this. Ms Tufts, Mr Jenero, & Mr Abrams were made aware at the beginning of this meeting.

**Interoffice**  
MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** ✓ Mary Colston, Security Operations  
**From:** Sharon Tufts, HR Administrator *Sharon Tufts*  
**Subject:** HR Response Regarding the Incident of April 9, 2009  
**Date:** May 12, 2009

=====

I have completed my review of the April 9<sup>th</sup> incident about which you complained and find that you acted inappropriately in several ways in your interaction with Assistant Chief Abrams. In the meeting with Mr. Abrams at about 1700 hours that day, he was counseling you about your job performance. The point you were making in your argument that you hit one of the detex buttons does not alter the fact that this job performance was not satisfactory.

Engaging in a shouting match, which you admit to in your own report, does not support your contention that you were trying to diffuse the situation. You ignored Mr. Abrams' directive to end the meeting that is not acceptable.

You then made your first request to go home ill. The Assistant Chief granted it. You then changed your mind and requested to return to duty. Mr. Abrams granted that request as well.

At about 1750 hours on 4/9, another Officer called off sick. Per union contract provisions as the least senior, you were assigned to work the overtime. Then for the second time you informed your supervisor that you weren't feeling well. Mr. Abrams heard your request and began making arrangements to cover your shift and told you to go home. You changed your mind again, (the second time), and wanted to finish your shift. It is not acceptable for you to project that at the conclusion of your regular schedule at midnight, you would become too ill to work. You then began to argue you were well enough to work 6 hours but not the 10 hours needed. However, as noted above, the contract required you to be the first Officer given the overtime work assignment. Mr. Abrams told you to leave and threatened to call the police, after you two spoke to each other in loud and elevated tones that were overheard by other staff. You had informed Mr. Abrams several times that you were ill but you never left and that was the problem.

All Supervisors/Managers

Page 2

5/12/2009

At this point you advised him you were going to stay and complete your shift and the 4 hours of overtime. For the 3<sup>rd</sup> time you informed the Assistant Chief that you weren't feeling well. Also for the 3<sup>rd</sup> time you decided to stay and work

In another improper communication, you informed Abrams you were ill (a fourth time), and hoped you would pass out.

In the exchange with the Assistant Chief you exhibited a pattern of claiming to be ill only to change your mind shortly afterwards. This is not acceptable work place behavior. Either you were ill and needed to go home or you needed to continue working. Predicting some time in the future, when you would become too ill to work is unacceptable.

In the future, you need to communicate in a business-like manner without loud, elevated and/or angry tones, follow the directives of your supervisors and unambiguously state whether you are feeling well enough to work.

This memo serves as a first warning for inappropriate communication in the workplace. Immediate improvement in your workplace communication is required. Should this behavior be repeated, discipline up to and including termination could result.

As a result of my review of this incident, I will be addressing the issue of appropriate business-like communication with Mr. Abrams as well.

---

Jarrell Williams of Teamsters Local 244 also questioned the "lead time between shifts" issue in the April 21, 2009 meeting. He indicated the Library's Security Officers were subject to a Department of Transportation (DOT) work rule about how shifts and overtime were assigned. I have checked with the Library's legal counsel. The Library's Security Officers' shift assignments and overtime are not subject to DOT rules. The contract negotiated between CPL and the Teamsters contains the work rules followed at CPL regarding how Security Officers are scheduled.

C: HR File  
M. Janero  
J. Southerland  
J. Stefanos  
J. Williams, Teamsters Local 244

Copy



1

SECURITY IRREGULARITY REPORT

SECURITY USE ONLY	
Report No.	_____
Received	_____
Date	_____

AGENCY: Security Operations

LOCATION OF OCCURENCE: LSW Building

Type of Crime/Problem (theft, assault, exhibitionist, break-in, etc.): Communications

Date of Occurrence: April 9, 2009

Time: Select one:

Discovered by: S/O Mary Colston

Time of Discovery: 0 Select one:

WHAT OCCURRED?: (Who, what, where, how, why? Describe any property involved in detail. Describe suspect: name, age, sex, race, height, weight, hair & eye color, clothing.)

As per my conversation with Assistant Chief Operations Melvin Abrams, At 1705 hours, I Officer Colston was requested to meet with Mr. Abrams regarding the Pipe Reader not down loading properly, as well as my duty report not matching pipe report times. I basically stated " Maybe my times were off but the patrols had been made I probably was off track because I don't do my duty report minute by minute, but I try to do my best in what is expected while on duty. We were in debate that I had not hit any Detex buttons on the 6<sup>th</sup> floor while on my patrol tour in the Main building which I was assured he was wrong. "He stated the pipe report doesn't lie". I asked to see the report and immediately was able to point out to him he was wrong and the proof was very evident I had hit a button, he became defensive afterwards stating "Well you only hit one." The conversation began to get aggitated because he didn't want to admit I had proved him wrong. We were going back and forth about the fact that he had accused me of not going on the the floor at all, and I felt he should have apologized for making it seem as though I was lying. He got more upset and told me to get out of his office and I was basically trying to get him to understand he had wrongfully accused me of something that I wasn't guilty of, and I stated to him "We were having a meeting" and he stated "The meeting is over get out my office" very rudely , as if I was a kid or animal .My head was hurting very bad had been for the last two day's and I felt this was a no win situation. I basically tried to defuse the conversation beause it had become a shouting match and I informed him I really had a bad headache and basically wasn't trying to argue and I asked him could I go home? He stated "Yea you can go home", then I informed him I really don't want to go home and that I did have a bad headache but would stay the rest of my shift because I didn't want to inconvenience anyone but, I may not come in the next day. He stated , "We will be fine". I asked him (What is it you need me to do? I thought I was doing a decent job" He stated you need to do your work" I stated "I was trying and that I'm not the type of employee that come to work and not try to earn my pay. If I come, I'm coming to work and if don't feel like working I would call off, which I don't do often. The conversation ended and I resumed the post at the front desk.

At about 1750 hours, I received a call from Officer Dycks requesting to speak with a Supervisor. Shortly after speaking with Assistant Chief Abrams, Mr. Abrams informed me that the Officer had called off sick and that I had to stay until 4am which then I stated. "I can't stay that late" because I had already informed him earlier, I wasn't feeling well but I would work my own shift which was 3:30-midnight. Mr. Abrams immediately advised me that I can go home and he would take over the front desk. I proceeded

with questioning why I was not able to finish my own shift which had six more hour's to go, he stated "You said you weren't feeling well" I reminded him I also said I wanted to finish my shift. He told me "Go home" I went into the office and spoke with Chief Jenero informing him that I was being forced to go home six hours early because I didn't want to stay until 4am. I had already informed him earlier, I had a bad headache but wanted to complete my shift) Chief Jenero stated "Well go tell him, but don't shout, if he doesn't find anyone to work then one of us will have to stay. He had stated "Don't shout" due to our previous meeting that had taken place earlier that day which to Chief Jenero I apologized at that moment and indicated I only got loud because had he began to get loud with me. When I went to inform Mr. Abrams I wanted to stay and complete my shift he stated "Go home I don't need you" I replied, how can you send me home and not let me complete my own shift and I have six more hour's to work because I don't want to work four hour's extra?, but you can send me home and create ten hours minimum of overtime for whomever is going to work my six hour's and then the other four hour's up to 4am? He said "Go home Mary I went back into the office he came in the office area and went to tell Chief Jenero what was going on at least his version and as he walked in the office and stated to Chief Jenero "Don't listen to her she's a liar" I repeated "Liar", I'm not a liar my name is Ms. Colston then he stated, you are a liar, and shut the door in my face. When he came out of the office I informed him "Calling your employee names isn't being professional, and as well stated "your not being professional and you talk about us being professional your not showing yourself to be a great example, he responded by saying your not professional either I stated "I'm learning from the best, he shut the other door in my face. At this point I was in disbelief that all this had taken place I had began to talk outloud as I sat in the office area with Chief Jenero's office door opened I stated "Wow my boss called me a Liar and slammed a door in my face, that's really being professional this will be going to the 10<sup>th</sup> floor along with everything else that will be documented from this point on." While still sitting in the office trying to focus enough to finish up my duty report to prepare to go home because I was being forced to leave, I heard him saying "She's not coming back, I'm going to make sure she get's fired." I was trying to finish my duty report but, reality hit, and shortly after I went back out to inquire how was he able to send me home, because I wasn't trying to lose my hours I had been scheduled to work. When I came out of the Office area Union Stewart Mr. Southerland was present and Mr. Abrams was having a conversation with him and I asked if I could speak to him, Mr. Abrams interrupted and stated "You can't talk to him you have to do that on your own time, I reminded him I'm on my own time your sending me home, then he stated "well Mr. Southerland is still on the clock. I asked Mr. Abrams how can you talk to him pertaining to what's going on and I can't? I asked him again, indirectly allowing Mr. Southerland to understand I was being forced to go home and that I wanted to complete my shift) How can you send me home and I had six more hour's I wanted to work. He then stated let me say this nice and slowwww so you can understand (as if I was stupid.) Mr. Abrams stated "I don't have anybody to work from Midnight -4am because they don't want to work that little bit of overtime. I began to try and get him to just take a moment to hear some common sense, he stated "That's her problem she doesn't like to listen" Talking to Mr southerland) I'm understanding fully what was stated but looking at it logically didn't make any sense so I began to try and rationalize asking "Why create all this overtime and send me home, cover the rest of my six hours and I'm here to work it myself and I'm asking to stay for hours that were mine to work, rather than to have someone cover six hours for me plus, four or more hour's of overtime. I stated to Mr. Abrams" Your suppose to save the company money not cost it". It was at that point Mr. Abrams became very "Hostile" and threatened me stating "You need to leave and you need to leave now or I will call the Police and have you arrested! I looked at Union Stewart Mr. Southerland and questioned him asking if he just heard Mr. Abrams threaten me because it totally put me in a state of shock and Mr. Southerland replied "Yea I heard him. At this point I'm trying to comprehend who this person is making this kind of threat to me as a employee who has the right to be on the premises due to the fact I was still presently an employee and he was my employer, it wasn't like I had been terminated and could get charged for Trespassing. It was at that point I stated" I'm not going anywhere I'm staying" Mr Abrams responded by asking me "Your staying until 4? As if he wanted to make sure I knew that was the only way I was going to get to stay at all. I informed him "Yes I'm staying I'm gonna stay and work my shift and the four hour's of forced overtime (seeing that it was never an option but it was my only given choice) I said I'm staying and were going upstairs tomorrow and I as well stated I hope I pass out then you will have something else to deal with since I informed you I didn't feel well. (Feeling at this point he had no concern about my health that he would create this type of stress on an employee that had indicated early I would push forward to complete my shift. His only reply was (Okay I had the shift

covered! (Well if he had all that time covered what was the problem covering 4 hour's and what happened to Chief Jenero stating if I worked up to my midnight hour and they didn't get anybody to work the one of them would have to stay? Even though it was made known by both of my bosses, no one gave it a thought to think "Well Mary did inform us early she wasn't feeling well but she would stay the rest of her shift, that technically I really should not have been one of the choices to feell-in that's if my employer really had a genuine concern about me, it wasn't like the call off was made and I made it known at that particular moment I didn't feel well. After all was said and done shortly afterwards I had resumed the front desk and had began to document all that had transpired so that it would be fresh even though by now I was feeling much worse ,Chief Jenero ,Mr. Abrams and his wife had began to make their departure from duty . I had actually tried to find a relief person myself to come in at midnight but of course no-luck.I really wasn't able to function as well as I thought I could because everything I had in me had been zapped out and everything seemed to be all at its worse. While I was still at the desk staff members that had worked late began to prepare for departing and it was noticed by Ms.Jean Collin's I wasn't looking well as was stated,as well as C-Crew Custodians that saw the same evidence and had made comment's about my looking so bad I needed to go home. Ms.Tufts was departing from duty and asked if I was alright and it was at that time I had informed her indirectly by stating "No Ms.Tufts I'm not doing well at all, and informed her "You will be seeing me upstairs real soon" She stated "Okay I will see you soon.Basically not inquiring about why due to seeing her is a chain of command. Public Relations Staff member Tena Wilson arrived at the desk for her departure and she as well stated Mary you don't look well and I informed her I wasn't feeling well and that on top of not feeling well that was so obvious to everyone else I had been requested to work four overtime hours due to a call off that she asked if it was anything she could get me seeing I was left unable to better prepare myself for the extra hours I had to stay,she stated I will get you some soup which I agreed would possibly help and she left and returned with soup and as well wished me to feel better and I in returned thanked her with much appreciation seeing I wasn't prepared for any of this.Well after all this I proceeded with giving it the best of what was left in me which wasn't much after being threatened by your own Boss there is very little motivation left.When the relief Officer arrived I later found out the schedule had been worked out for someone to relieve me had I just stayed until Midnight but that information was never made known to me as well as getting more clarification by Mr.Southerland.All I can say is " United We Stand And Divided We Fall" With our new Director having a Vision of us all getting on the Bus how can we ride together if our Employer's mistreat their Employee's especially after having Manager meetings to improve the relationships between the two. I must ask "Are we all looking to go in the same direction? Security is known for difusing situations not escalating them and becoming Hostile against anyone is not utilizing proper training and should not be tolerated especially, a Supervisor or Boss that becomes Hostile with his own employee it starts with us were suppose to be on the same team, they have been chosen first to be on the front line of demonstrating professionalism and leadership.A Good Leader Produces Good Follower's and Good Follower's Produce Greater Results! Titles are deserved not given and none come with the approval to disrespect others. There is much that money can buy,no matter what title you have they all include respect because" RESPECT IS PRICELESS"

Value of loss \$ \_\_\_\_\_

Staff valuation

Professional appraisal

Notifications:  Security

Immediate Supervisor

Cleveland Police

Buildings

Other (explain)

Signatures:

Reporting Person: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Head: \_\_\_\_\_

Date: \_\_\_\_\_

I had requested Mr Ferrell Williams set in on the meeting when he came in Chief Jenero informed me now if he stays this is no longer a normal meeting now it becomes a union issue. I then informed Mr Ferrell I wasn't experienced w/ union protocol but I would be contacting him for advice and order in proceeding to go forward.

On Wednesday morning: Before beginning Noble patrol a meeting was held with Chief Jenero, Supervisor Harrett, Union Steward Union Steward James Southland & Joseph Stefanos. After revealing everything to Chief Jenero of what happened his reply was he got nothing out of what was reported, while in conversation he stated he didn't hear Assistant Chief Abrams call me a liar which he had to clearly hear because ~~he~~ Mr. Abrams was talking to him telling him "I was a liar" and on camera you will see him go in the office of Mr. Jenero & shut the door and upon making his departure he reiterated "you are a liar". Chief Jenero as well stated he must have misunderstood me when he told me to inform Mr. Abrams I wanted to work the rest of my shift til midnight and if they can't get coverage for the 4 hours over I didn't feel well enough to stay one of them would have to stay. Mr. Jenero stated at the end not only did he not get anything out of what was reported but as well informed me I could proceed how ~~ever~~ I would like and stated he needed to hear Mr. Abrams side which I informed what ever side he gives I had a witness that heard him threaten me as well witnessed my requesting to stay and work my shift out. Mr. Jenero admitted that he should have stepped in earlier and I agreed that I felt he should have as well because maybe it would not have got to the point it had reached he as well stated Mr. Abrams was already upset with me from the previous earlier meeting and wanted me to go home the call off just gave him the opportunity since I stated I didn't want to work the 4 over time. Why was he so upset? Because I proved him wrong, he should not have accused me before really checking the paper report, & was he just really dealing with other pressures and I was just someone he chose to take out his frustrations on! "I'm at peace with myself and refuse to let others take my joy willingly!" Mr. Jenero informed me Mr. Abrams was the one that approved my time on probation to keep my certifications up for my job at the Federal Building which was stated I guess

to show me "he's not a bad guy" which he's not but that had no bearing on what has happened & why was this even brought up" has nothing to do with the disrespect that ~~he~~ was demonstrated and in the open where I was asked ~~why was~~ <sup>why was</sup> ~~my~~ boss showing that level of anger at me " My only response was "hes not as professional or respectful as he should be"

DENIED

Had to switch w/ another officer

CLEVELAND PUBLIC LIBRARY  
SECURITY OPERATIONS

2 WEEKLY NOTICE GIVEN

TO: MICHAEL A. JANERO, CHIEF  
FROM: Mary Colston  
SUBJECT: REQUEST FOR TIME OFF  
DATE: FRIDAY Aug. 21, 09  
SIR:

I RESPECTFULLY REQUEST THE FOLLOWING TIME OFF (CHECK ONE):

VACATION DAY(S)

OTHER (EXPLAIN)

Need To Take My Daughter To Columbus For Starting College

FROM: FRIDAY August 21, TO: Aug 22, 09  
DATE(S) OFF DATE RETURNING TO DUTY

DATE SUBMITTED: THURSDAY Aug 6, 09 **24 HOURS NOTICE REQUIRED**

RESPECTFULLY: Mary J. Colston  
(SIGNED)

BY: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_  
SUPERVISOR

COMMENTS: \_\_\_\_\_

BY: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Michael A. Janero  
Chief of Security Operations

TIMEOFF FRM081006

EXHIBIT  
1-H  
WKS-14-12  
PENGAD 800-661-6888

CLEVELAND PUBLIC LIBRARY  
SECURITY OPERATIONS

To: Michael A. Janero, Chief of Security Operations  
Subject: Request to Change Shifts

Sir,

Date: Aug 7, 09

I, security officer (1) MARY COLSTON  
am scheduled to work 1000 hours to 1830 hours on  
FRIDAY Aug 21, , 2009.  
(Day and Date)

I respectfully request to switch shifts with:

Security officer (2) Anthony Roberts  
He/She is scheduled to work 0830 hours to 1705 hours on  
TUESDAY Aug 18 , 2009.  
(Day and Date)

*No overtime is involved in the switching of the shifts.*

Signature of Security Officer 1:

Mary J. Colston

Signature of Security Officer 2:

Anthony Roberts

Supervisor Approval: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

This request is: Approved \_\_\_\_\_ Not approved \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Michael A. Janero  
Chief of Security Operations

form revised 1.20.06

Mr. Abrams  
Switched  
Officer Smith's schedule  
All the time but would  
do it for me once  
asked purposely to show  
Favor 7:5M

**CLEVELAND PUBLIC LIBRARY  
SECURITY OPERATIONS  
TIME OFF REQUEST FORM**

TO: MELVIN ABRAMS, CHIEF

FROM: Mary Colston

SUBJECT: **REQUEST FOR TIME OFF**

DATE SUBMITTED: May 9, 11 (24-hour notice required)

I REQUEST THE FOLLOWING DAYS OFF:

FROM: May 22, 11 (Beginning Date) <sup>AND</sup> ~~TO:~~ May 23, 11 (Returning Date)

DAYS NEEDED TO BE OFF

If for any reason *other* than a vacation day, please state the reason below:

Signed: Mary Colston Date: May 9, 11 REQUESTED ON

Supervisor: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Date: \_\_\_\_\_

Comments: I was requesting to work on my off days of Tuesday 24th + wed 25th AND switch to have off on Sunday 22nd, Monday 23rd, I wasn't requesting vacation time

Signature: Melvin Abrams Approved \_\_\_\_\_ Not approved   
(Melvin Abrams, Chief)

Date: 5-10-2011

Comments: You do not have any vacation time on the books also you may switch off days with another officer with out causing overtime.

Shift exchange form attached. Also attached is your request for vacation

Zimbra

melvin.abrams@cpl.org

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## Accrual Request

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From : mcolston@cpl.org  
Subject : Accrual Request  
To : melvin abrams <melvin.abrams@cpl.org>

Thu, Apr 28, 2011 04:17 AM

MARY COLSTON has submitted an accrual request on 04/28/2011

Requested day(s): ~~05/22/2011 to 05/23/2011 as VACATION~~ *Didnt Ask For VACATION*

Requested units: 15.0000

Additional information:

WANT TO SWITCH OFF DAYS FOR THESE DATES *Specified*

<https://ess.cpl.org/MSS/Employees/EmployeeInfo/Accrual/EmployeeAccrualRequests.aspx>

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*Spirited*

## Daily Security Brevities Report

Sunday, August 23, 2009 0000 hours to Monday, August 24, 2009 0000 hours

*INAPPROPRIATE  
COMMUNICATION*

Michael Tobin = MT  
Anthony Roberts = AR  
Mary Colston = MC

At 0200 hours, (6) custodians exit the **LSW Building** at the conclusion of their shift. (MT)

At 0215 hours, Security Officer Tobin reviewed surveillance cameras and reported all **Branches** are illuminated as requested. **Addison, Collinwood, Glenville, Hough, Langston Hughes, and Union.** (MT)

At 0115 hours, while on Detex patrol of Main Building **Security Operations** discovered the **3<sup>rd</sup> Floor Main Building John G. White inner black gate, closest to the Freight Elevator** unsecured, could not secure the gate. (MT)

At 0830 hours, Security Officer Tobin reviewed the **Daily Security Brevities Report** with Officer Roberts. (MT)

At 1843 hours, **LSW** Officer Tobin called off sick. Officer Colston made calls to all Officers on call list no one interested in shift availability. At 1926 hours, Officer Colston contacted Asst. Chief Abrams to inform of the situation. (MC)

At 2006, **LSW**, Asst. Chief Abrams returned Officer Colston's phone call and was informed of the situation. (MC)

At 2120 Hours, **LSW**, Officer Colston contacted Supervisor Garrett informing him of the Call off of Officer Tobin and informed him no one was interested in the shift availability. Officer Colston was aware of my need to cover this shift but informed Supervisor Garrett of my being placed on medication reason for my call off of being sick on last week and that I did not have enough medication with me to get me through the second shift that I needed to work. It was stated "Oh well" You should have brought enough with you and yes, you have to stay all eight hours, that's how Officer Smith felt when he had to cover for you when you called off. Supervisor Garrett was made aware of the reason for my medication and made no attempt to show any concern when I informed him of my medical status. (MC)

At 2255 hours, **LSW**, Assist Chief Abrams returned call to Base Officer Colston and was informed no one had confirmed any interest in working any of the available shift. Officer Colston as well informed him my knowledge of having to

# CLEVELAND PUBLIC LIBRARY

44 *mej*

## SECURITY OPERATIONS

### TENTATIVE WEEKLY GUARD SCHEDULE

MONTH:

NOVEMBER

WEEK OF:

01 ST TO 07 TH

DATE: October 5, 2009

DATE	01	02	03	04	05	06	07
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
NUNEZ MP 1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
WASHINGTON 2	#10	VAC#11	VAC#11	VAC#11	VAC#15	VAC#10	
BRENNAN MP3		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
BRANCH PATROL							
1 SOUTHERLAND	MP 1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN	#10	VAC#09	VAC#09	VAC#10	VAC#10	VAC#09	
MAIN BUILDINGS							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 COLSTON		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	1200-2030	1200-2030			1000-1830	0830-1700
10 ROBERTS	1530-2400			1000-1830	1200-2030	1000-1830	1530-2400
11 TOBIN <i>not</i>	0000-0830	1200-2030	1200-2030	1000-1830			0000-0830
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		0830-1700		0945-1815	0945-1815	0945-1815	0945-1815
14							
15 SLESINGER		0945-1815	0945-1815		1200-2030	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17 DYCKS		0945-1815	0945-1815	0945-1815		0945-1815	0945-1815
18 HALASKA		0900-1730		0900-1730	0900-1730	0900-1730	0900-1730 MAIN
VACATIONS AND SICK							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	3	3	2	4	4
Total working							

**SCHEDULE IS SUBJECT TO CHANGE**

MADE ME WORK NIGHTS EVEN IF DYCKS WAS AVAILABLE TO COOK HIS OWN BIDDED SHIFTS AS WELL WORK HIS HOLIDAYS RATHER THAN LETTING ME BE OFF

# CLEVELAND PUBLIC LIBRARY

45  
MJ

## SECURITY OPERATIONS

### TENTATIVE WEEKLY GUARD SCHEDULE

MONTH:

NOVEMBER

WEEK OF:

08 TH TO 14 TH

DATE: October 28, 2009

DATE	08	09	10	11	12	13	14
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
BRENNAN MP1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
NUNEZ MP 2		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	1200-
WASHINGTON 3		1200-2030	1200-2030	1000-1830 FMLA	1200-2030	1000-1830	
BRANCH PATROL							
1 SOUTHERLAND	MP1		1000-1830 SICK	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		1200-2030	1200-2030	1000-1830 Senior officer	1200-2030 SICK	1000-1830 SICK	1530-
MAIN BUILDINGS							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530 SICK	1200-
5 TIDORESCU		0900-1730 1815	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	1200-
7 COLSTON		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700 SICK	0945-1815 SICK	0945-1815 SICK			0945-1815 SICK	0830-1700 SICK
10 ROBERTS	1530-2400			0945-1815 BP 3 1000-1830	0945-1815 SICK	0945-1815 0700-1530	1530-2400
11 TOBIN	VAC#15	VAC	VAC	VAC	VAC	VAC	VAC#15
12 MARN	0000-0830 0830-1700	#13	0830-1700 30	0830-1700	0830-1700	0830-1700	0830-1700 #9
13 FADIL		0830-1700 1815		0945-1815	0945-1815 2830	0945-1815	0945-1815
14							
15 SLESINGER	SICK 0000-0830	0945-1815	BP1 0945-1815 1000-1830			0945-1815 BP3 30	0000-0830
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17 DYCKS		VAC	VAC	VAC	VAC	VAC	VAC
18 HALASKA		0900-1730		0900-1730	0900-1730 VAC	0900-1730 VAC	0900-1730 MAIN
VACATIONS AND SICK							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	3	3	3	5	2
Total working							

Intentional

SCHEDULE IS SUBJECT TO CHANGE

But I showed proof of him not letting me switch days  
But he did it when the BID DIDNT EVEN ALLOW IT

# CLEVELAND PUBLIC LIBRARY

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*Maj*

## SECURITY OPERATIONS

### TENTATIVE WEEKLY GUARD SCHEDULE

MONTH:

NOVEMBER

WEEK OF:

22 ND TO 28 TH

DATE: November 10, 2009

DATE	22	23	24	25	26	27	28
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	0830-1700	0830-1700	HOLIDAY	0830-1700	0900-1730
GARRETT	VAC	VAC	VAC	VAC	HOLIDAY	VAC	VAC
BRENNAN MP1			1000-1830	1000-1830		1000-1830	1000-1830
NUNEZ MP 2		1200-2030	1200-2030	1000-1830		1000-1830	
WASHINGTON 3		1200-2030	1200-2030	1000-1830		1000-1830	
BRANCH PATROL							
1 SOUTHERLAND	MP 1		1000-1830	1000-1830		1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830		1000-1830	
3 DOWDIN		1200-2030	1200-2030	1000-1830		1000-1830	
MAIN BUILDINGS							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730		0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 COLSTON		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS	VAC	VAC#9	VAC#9	VAC#11	HOLIDAY	VAC#9	VAC
9 SMITH	0830-1700	0830-1700	0830-1700			0830-1700	0830-1700
10 ROBERTS	1530-2400			0945-1815		0945-1815	1530-2400
11 TOBIN	0000-0830	0830-1700	0945-1815	0830-1700			0000-0830
12 MARN		#11	0830-1700	0830-1700		0830-1700	0830-1700
13 FADIL	VAC	VAC	VAC	VAC	HOLIDAY	VAC	VAC
14							
15 SLESINGER		0945-1815	0945-1815			0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815			
17 DYCKS		0945-1815	0945-1815	0945-1815		0945-1815	0945-1815
18 HALASKA		0900-1730		0900-1730		0900-1730	0900-1730MAIN
VACATIONS AND SICK							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	4	3	3	3	2
Total working							

SCHEDULE IS SUBJECT TO CHANGE

# CLEVELAND PUBLIC LIBRARY

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*mej*

## SECURITY OPERATIONS

### TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: NOVEMBER/DECEMBER

WEEK OF: 29 TH TO 05 TH

DATE: November 10, 2009

DATE	29	30	01	02	03	04	05
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS	VAC						
GARRETT		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
BRENNAN MP1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
NUNEZ MP 2		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
WASHINGTON 3		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 COLSTON		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	0945-1815	0945-1815			0945-1815	0830-1700
10 ROBERTS	1530-2400			0945-1815	0945-1815	0945-1815	1530-2400
11 TOBIN	0000-0830	0945-1815	0945-1815	0945-1815			0000-0830
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		0830-1700		0945-1815	0945-1815	0945-1815	0945-1815
14							
15 SLESINGER		0945-1815	0945-1815		0945-1815	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17 DYCKS	VAC						
18 HALASKA		0900-1730		0900-1730	0900-1730	0900-1730	0900-1730MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		3	4	4	4	5	3
Total working							

SCHEDULE IS SUBJECT TO CHANGE

# CLEVELAND PUBLIC LIBRARY 50 *May*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: **DECEMBER**  
WEEK OF: **13TH TO 19 TH** DATE: **November 10, 2009**

DATE	13	14	15	16	17	18	19
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
BRENNAN MP1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
NUNEZ MP 2		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
WASHINGTON 3		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		VAC#9	VAC#9	VAC#11	VAC#10	VAC#9	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 COLSTON		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	0900-1730	0900-1730			0900-1730	0830-1700
10 ROBERTS	1530-2400			0945-1815	0900-1730	0945-1815	1530-2400
11 TOBIN	0000-0830	0945-1815	0945-1815	0900-1730			0000-0830
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		0830-1700		0945-1815	0945-1815	0945-1815	0945-1815
14							
15 SLESINGER	VAC						
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17 DYCKS		0945-1815	0945-1815	0945-1815		0945-1815	0945-1815
18 HALASKA		0900-1730		0900-1730	0900-1730	0900-1730	0900-1730 MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	3	4	2	4	3
Total working							

**SCHEDULE IS SUBJECT TO CHANGE**

# CLEVELAND PUBLIC LIBRARY 51 *mej*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: **DECEMBER**

WEEK OF: **20TH TO 26 TH**

DATE: November 10, 2009

DATE	20	21	22	23	24	25	26
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS	VAC	VAC	VAC	VAC	HOLIDAY	HOLIDAY	VAC
GARRETT		0830-1700	0830-1700	0830-1700			0900-1730
BRENNAN MP1			1000-1830	1000-1830			1000-1830
NUNEZ MP 2		1200-2030	1200-2030	1000-1830			
WASHINGTON 3		1200-2030	1200-2030	1000-1830			
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP-1		1000-1830	1000-1830			1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830			
3 DOWDIN		1200-2030	1200-2030	1000-1830			
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730			#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 COLSTON		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS	VAC	VAC#9	VAC#9	VAC#11	HOLIDAY	HOLIDAY	VAC
9 SMITH	0830-1700	0830-1700	0830-1700				0830-1700
10 ROBERTS	1530-2400			0945-1815			1530-2400
11 TOBIN	0000-0830	0945-1815	0945-1815	0830-1700			0000-0830
12 MARN		#13	0830-1700	0830-1700			0830-1700
13 FADIL		0830-1700		0945-1815			0945-1815
14							
15 SLESINGER		0945-1815	0945-1815				0945-1815
16 HARRIS	VAC	VAC	VAC	VAC	HOLIDAY	HOLIDAY	VAC
17 DYCKS		0945-1815	0945-1815	0945-1815			0945-1815
18 HALASKA		0900-1730		0900-1730			0900-1730MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
			3	3	3	3	3
Total working							

Just be careful

**FORCED**

**SCHEDULE IS SUBJECT TO CHANGE**

MADE ME WORK CHRISTMAS & CHRISTMAS EVE WHEN DYCKS WAS WORKING MY SHIFT HE WAS SUPPOSE TO WORK 0000-0830

*APRIL 2ND INVESTIGATION*

*RETURN FROM LAYOFF*

*(MR)*

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**18**

**MONTH: MAY**  
**WEEK OF: 01 - 07**

*THIS SHOWS HOW HE CONTINUED TO SWITCH JOE SMITHS OFF DAYS*

**DATE: Wednesday, April 20, 2011**

DATE	01	02	03	04	05	06	07
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	<b>0945-1815 MAIN</b>
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		VAC	VAC	VAC	VAC	VAC	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			1000-1830 BP3	0700-1530
9 COLSTON	1530 - 2400	1530 - 2400			1530 - 2400	1530 - 2400	1530-2400
10 TOBIN	0000-0830	1100-1930 BP3	1530 - 2400	1530 - 2400			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	VAC	0945-1815
12 FADIL		0900-1730		0945-1815	0945-1815	0900-1730	VAC
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	1100-1930 BP3	0945-1815	1100-1930 BP3		0945-1815 MAIN DESK
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	4	3	2	3

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

*MR*

*1st WEEK PRINTED*

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**18**

**MONTH: MAY**  
**WEEK OF: 01 - 07**

**DATE: Wednesday, April 20, 2011**

DATE	01	02	03	04	05	06	07
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	<b>0945-1815 MAIN</b>
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		<b>VAC</b>	<b>VAC</b>	<b>VAC</b>	<b>VAC</b>	<b>VAC</b>	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			1000-1830 BP3	0700-1530
9 COLSTON	1530 - 2400	1530 - 2400			1530 - 2400	1530 - 2400 1530-2400	1530-2400 CALLING BP3
10 TOBIN	0000-0830	1100-1930 BP3	1530 - 2400	1530 - 2400 COLSTON			0000-0830 830
11 HALASKA			0900-1730	0900-1730	0900-1730	<b>VAC</b>	0945-1815
12 FADIL		0900-1730		0945-1815	0945-1815	0900-1730	<b>VAC</b>
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	1100-1930 BP3	0945-1815	1100-1930 BP3		0945-1815 MAIN DESK
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100-1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	4	3	2	3

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

COLSTON 5-6-12 000163

*EMH*

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**19**

**MONTH:**  
**WEEK OF:**

**MAY**  
**08 - 14**

**DATE: Wednesday, April 20, 2011**

DATE	08	09	10	11	12	13	14
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	VAC	VAC	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			VAC	VAC	VAC	VAC	VAC
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400 CALLING OFF	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830	0900-1730	1100-1930 BP3	0945-1815			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815
12 FADIL		VAC		VAC	VAC	VAC	VAC
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	0945-1815	0945-1815	0945-1815		0945-1815 MAIN DESK
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	3	2	2	2

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

COLSTON 5-6-12 000164

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**14**

**MONTH:**  
**WEEK OF:**

**APRIL**  
**03-09**



**DATE: Tuesday, March 22, 2011**

DATE	3	4	5	6	7	8	9
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830 BP3
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		VAC	VAC	VAC	VAC	VAC	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	VAC	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400	1530 - 2400			1530 - 2400	1530 - 2400	1530-2400
10 TOBIN	0000-0830	0945-1815	1100-1930 BP3	1530 - 2400			0000-0830
11 HALASKA			0900-1730	<del>0900-1730</del> SICK	0900-1730	0900-1730	0945-1815 MAIN DESK
12 FADIL		0900-1730		<del>0945-1815</del> 0900-1730	1100-1930 BP3	1000-1830 BP3	0900-1730
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	1100-1930 BP2	1000-1830 BP2	0830-1700 DOCK		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH		1100-1930 BP3	1530 - 2400		1100-1930 BP2	1000-1830 BP2	1000-1830 BP3
		3	3	12	2	3	

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**16**



**MONTH:**  
**WEEK OF:**

**APRIL**  
**10-16**

**DATE: Tuesday, March 24, 2011**

DATE	17	18	19	20	21	22	23
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	0800-1630	VAC	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830 BP3
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830	1000-1830 BP1	1100-1930 BP2	1000-1830 BP2			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815
12 FADIL		0900-1730		0945-1815	0945-1815	0945-1815	0900-1730
13 WILLIAMSON			VAC	VAC	VAC	VAC	VAC
14 ARENDT		0945-1815	0945-1815	0945-1815	0945-1815		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP3	0945-1815	1100-1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	4	3	3	2

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

COLSTON 5-6-12 000166

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**15**

**MONTH:**  
**WEEK OF:**

**APRIL**  
**10-16**

*MA*

**DATE: Tuesday, March 22, 2011**

DATE	10	11	12	13	14	15	16
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830 BP3
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		VAC	VAC	VAC	VAC	VAC	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0700-1530	0700-1530			0700-1530	0700-1530
9 COLSTON	1530 - 2400	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830	0945-1815	1100-1930 BP2	1000-1830 BP2			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815 MAIN DESK
12 FADIL		0900-1730		0945-1815	0945-1815	0945-1815	0900-1730
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	0945-1815	0700-1530	0700-1530		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH		0945-1815	1100-1930 BP3		1100-1930 BP2	1000-1830 BP2	1000-1830 BP3
		3	3	3	3	3	3

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**20**

**MONTH: MAY**  
**WEEK OF: 15 - 21**

**DATE: Wednesday, April 20, 2011**

DATE	15	16	17	18	19	20	21
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	VAC	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		VAC	VAC	VAC	VAC	VAC	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0830-1730 DOCK	0700-1530
9 COLSTON	1530 - 2400	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830	0830-1730 DOCK	1100-1930 BP3	0830-1730 DOCK			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815
12 FADIL		0900-1730		SICK 0945-1400	0945-1815	0945-1815	0945-1815 MAIN DESK
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	0830-1730 DOCK	0945-1815	0830-1730 DOCK		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	3	3	3	4

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

COLSTON 5-6-12 000168

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**20**

**MONTH:**  
**WEEK OF:**

**MAY**  
**15 - 21**

**DATE: Wednesday, April 20, 2011**

DATE	15	16	17	18	19	20	21
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	0800-1630	VAC	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		VAC	VAC	VAC	VAC	VAC	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0830-1730 DOCK	0700-1530
9 COLSTON	1530 - 2400	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830 830 OFF	0830-1730 DOCK	1100-1930 BP3	0830-1730 DOCK			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815
12 FADIL		0900-1730		SICK	0945-1815	0945-1815	0945-1815 MAIN DESK
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	0830-1730 DOCK	0945-1815	0830-1730 DOCK		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	3	3	3	4

**SCHEDULE IS SUBJECT TO CHANGE**

GV-CADEN VALLEY CW-CARNEGIE WEST SA-SPECIAL ASSIGNMENT LS-LAKESHORE

COLSTON 5-6-12 000169

MAD

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**19**

**MONTH: MAY**  
**WEEK OF: 08 - 14**

**DATE: Wednesday, April 20, 2011**

DATE	08	09	10	11	12	13	14
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		0800-1630	0800-1630	VAC	VAC	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			VAC	VAC	VAC	VAC	VAC
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400 1200-1830	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830 330 1200	0900-1730	1100-1930 BP3	0945-1815			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815
12 FADIL		VAC		VAC	VAC	VAC	VAC
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	0945-1815	0945-1815	0945-1815		0945-1815 MAIN DESK
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		2	3	3	2	2	2

**SCHEDULE IS SUBJECT TO CHANGE**

CV=GRADEN VALLEY CW=CARNEGIE WEST. SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

COLSTON 5-6-12 000170

1111

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**21**

**MONTH: MAY**  
**WEEK OF: 22-28**

**DATE: Wednesday, April 20, 2011**

DATE	22	23	24	25	26	27	28
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JARRETT		0800-1630	0800-1630	VAC	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1100-1930	1100-1930		1100-1930	1000-1830	1000-1830
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		VAC	VAC	VAC	VAC	VAC	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		0830-1730	0830-1730	0830-1730	0830-1730	0830-1730	
8 SLESINGER	VAC	0945-1815	0945-1815			0945-1815 MAIN DESK	0700-1530
9 COLSTON	1530 - 2400	1100-1930 BP3			1100-1930 BP3	1000-1830 BP3	1530-2400
10 TOBIN	0000-0830	0945-1815	1100-1930 BP3	0945-1815 MAIN DESK			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815 MAIN DESK
12 FADIL		0900-1730		0945-1815	0945-1815	1000-1830 BP2	VAC
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
14 ARENDT		0945-1815	0945-1815 MAIN DESK	0945-1815	0945-1815 MAIN DESK		1000-1830 BP3
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH	0830-1730	0945-1815 MAIN DESK	1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	OFF DAY	OFF DAY
		3	3	4	3	2	2

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

*2 WEEK  
PRINT*

**CLEVELAND PUBLIC LIBRARY  
SECURITY OPERATIONS  
TENTATIVE WEEKLY GUARD SCHEDULE**

**17**

**MONTH: APRIL  
WEEK OF: 10-16**

**DATE: Tuesday, March 22, 2011**

DATE	24	25	26	27	28	29	30
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		VAC	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	VAC	VAC	VAC	VAC	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1000-1830 BP1	1000-1830 BP1		1000-1830 BP1	1000-1830 BP1	1000-1830 BP3
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530 <i>SICK 1330</i>	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		VAC	VAC	VAC	VAC	VAC	
7 STEFANOS		<del>0830-1700</del> <i>SICK</i>	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400	<del>0945-1815</del> <del>0830-1700</del>			0000-0830	0000-0830	1530-2400
10 TOBIN	0000-0830	0000-0830	0000-0830	0000-0830			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815 MAIN DESK
12 FADIL		0900-1730		0945-1815	0945-1815	0945-1815	<del>0900-1730</del> <i>0945-1815</i> MAIL
13 WILLIAMSON			VAC	VAC	VAC	VAC	VAC
14 ARENDT		0945-1815	0945-1815	1000-1830 BP1	0945-1815		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		3	3	2	3	3	2

**SCHEDULE IS SUBJECT TO CHANGE**  
GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**22**

**MONTH:**  
**WEEK OF:**

**MAY - JUNE**  
**29-04**

DATE: Wednesday, April 20, 2011

*Lakeshore*

DATE	29	30	31	01	02	03	04
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		HOLIDAY	0800-1630	0800-1630	0800-1630	0830-1700 STAFF DAY	
BRENNAN MP1		HOLIDAY	1000-1830	1000-1830	1000-1830	0830-1700 STAFF DAY	
NUNEZ MP2			HOLIDAY	1000-1830	1100-1930	0830-1700 STAFF DAY	<b>0945-1815 MAIN</b>
FLAK MP3		HOLIDAY	1100-1930		1100-1930	0830-1700 STAFF DAY	1000-1830
1 SOUTHERLAND		FURLOUGH	1000-1830	1000-1830	1000-1830	0830-1700 STAFF DAY	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0830-1700 STAFF DAY	FOURLOUGH
3 MARN		0700-1530	0700-1530	FURLOUGH	0700-1530	0700-1530	
4 HARRIS		FURLOUGH	0945-1815	0945-1815	0945-1815	0830-1700 STAFF DAY	
5 JARRETT		FURLOUGH	VAC	VAC	VAC	VAC	
6 DYCKS		FURLOUGH	0000-0830	0000-0830	0000-0830	0000-0830	
7 STEFANOS		FURLOUGH	0830-1700	0830-1700	0830-1700	0830-1700 STAFF DAY	
8 SLESINGER	0830-1730	FURLOUGH	<b>0900-1730</b>			0830-1700 STAFF DAY	0700-1530
9 COLSTON	1530 - 2400	1530-2400			FURLOUGH	1530 - 2400	1530-2400
10 TOBIN	0000-0830	0000-0830	OFF DAY	FURLOUGH		0830-1700 STAFF DAY	0000-0830
11 HALASKA			FURLOUGH	0900-1730	0900-1730	0830-1700 STAFF DAY	0945-1815
12 FADIL		FURLOUGH		<b>0700-1530</b>	<b>1500-2400</b>	0830-1700 STAFF DAY	0945-1815 MAIN DESK
13 WILLIAMSON			0945-1815	0945-1815	0945-1815	0830-1700 STAFF DAY	FURLOUGH
14 ARENDT		FURLOUGH	1530 2400	0945-1815	OFF DAY	0830-1700 STAFF DAY	0945-1815
15 TIDORESCU		FURLOUGH	0830-1700	0830-1700	0830-1700	0830-1700 STAFF DAY	
16 SMITH			1100-1930 BP3	1000-1830 BP2	FURLOUGH	0830-1700 STAFF DAY	<b>1100-1930 BP3</b>
			2	3	2		2

SCHEDULE IS SUBJECT TO CHANGE

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**17**

**MONTH:**  
**WEEK OF:**

**APRIL**  
**10-16**



**DATE: Tuesday, March 22, 2011**

DATE	24	25	26	27	28	29	30
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		VAC	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	VAC	VAC	VAC	VAC	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1000-1830 BP1	1000-1830 BP1		1000-1830 BP1	1000-1830 BP1	1000-1830 BP3
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530 <i>Sick 1330</i>	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		VAC	VAC	VAC	VAC	VAC	
7 STEFANOS		<del>0830-1700</del> <i>Sick</i>	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400	<del>0945-1815</del> <i>0830-1700</i>			0000-0830	0000-0830	1530-2400
10 TOBIN	0000-0830	0000-0830	0000-0830	0000-0830			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815 MAIN DESK
12 FADIL		0900-1730		0945-1815	0945-1815	0945-1815	<del>0900-1730</del> <i>0945-1815</i> MAIN
13 WILLIAMSON			VAC	VAC	VAC	VAC	VAC
14 ARENDT		0945-1815	0945-1815	1000-1830 BP1	0945-1815		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		3	3	2	3	3	2

**SCHEDULE IS SUBJECT TO CHANGE**

GV=GRADEN VALLEY, CW=CARNEGIE WEST, SA=SPECIAL ASSIGNMENT, LS=LAKESHORE

COLSTON 5-6-12 000174

**CLEVELAND PUBLIC LIBRARY**  
**SECURITY OPERATIONS**  
**TENTATIVE WEEKLY GUARD SCHEDULE**

**17**

**MONTH:**  
**WEEK OF:**

**APRIL**  
**10-16**



**DATE: Tuesday, March 22, 2011**

DATE	24	25	26	27	28	29	30
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
GARRETT		VAC	0800-1630	0800-1630	0800-1630	0800-1630	
BRENNAN MP1		1000-1830	VAC	VAC	VAC	VAC	
NUNEZ MP2			1100-1930	1000-1830	1100-1930	1000-1830	0945-1815 MAIN
FLAK MP3		1000-1830 BP1	1000-1830 BP1		1000-1830 BP1	1000-1830 BP1	1000-1830 BP3
1 SOUTHERLAND		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830	
2 DOWDIN			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
3 MARN		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
4 HARRIS		0945-1815	0945-1815	0945-1815	0945-1815	0945-1815	
5 JARRETT		1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	1530 - 2400	
6 DYCKS		VAC	VAC	VAC	VAC	VAC	
7 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
8 SLESINGER	0830-1730	0945-1815	0945-1815			0945-1815	0700-1530
9 COLSTON	1530 - 2400	0945-1815			0000-0830	0000-0830	1530-2400
10 TOBIN	0000-0830	0000-0830	0000-0830	0000-0830			0000-0830
11 HALASKA			0900-1730	0900-1730	0900-1730	0900-1730	0945-1815 MAIN DESK
12 FADIL		0900-1730		0945-1815	0945-1815	0945-1815	0900-1730
13 WILLIAMSON			VAC	VAC	VAC	VAC	VAC
14 ARENDT		0945-1815	0945-1815	1000-1830 BP1	0945-1815		0945-1815
15 TIDORESCU		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
16 SMITH			1100-1930 BP2	1000-1830 BP2	1100 1930 BP2	1000-1830 BP2	1000-1830 BP3
		3	3	2	3	3	2

**SCHEDULE IS SUBJECT TO CHANGE**

COLSTON 5-6-12 000175



Local 244  
Said  
Shift Bids Was  
Chosen, Completed, & Final  
In Seniority Order

November 3, 09  
Security Officer Mareff Colston

On Friday Oct. 30, 09 at 11:28 hours I was contacted at home with a voicemail by Asst. Chief Abrams requesting I call him back when I called back he indicated he was calling for me to give him my choice of the bid and stated I was the last to pick everyone else had made their pick. I informed him I was really still sleeping seeing I had just gotten off at 8:30am, I informed him I will pick my shift tomorrow when I come in, he stated I need you to pick now because Jenero wants to finalize the bids you only have the shift you on now and the midnight shift to choose from, I didn't give an answer, I told him I will call him back I really had not fully awoken I will think about it and call him back. When I called back I first made officer Arendt my witness & first told him I'm calling to inform Mel I'm choosing the Midnight shift, then he transferred the call & I told Mel that was my choice. When I arrived on Saturday the completed bid sheet had been posted to the signature sheet was gone, my name was in place and I signed my name by slot #7. When I arrived for work on Saturday 10-31-09 I was informed Joe Smith was upset because they switched him & Arendt to schedules they hadn't chose & he was so upset he knocked over a chair in the office & stated how things weren't fair, he had bid on the shift he was already on & they put Arendt on his shift and placed him on #10 which was my shift. It was also stated that he was very loudly talking to Mel outside as they were walking outside as well he stated how he wasn't afraid of Jenero or Mel and it was other things mentioned he had tossed around and that he was requesting to file a grievance & Arendt was too "so it was stated" On Monday sheet was still posted & Tuesday Nov. 3, 09 when I arrived at 12:00AM the completed bid sheet with my choice being signed off for MIDNIGHT-8:30 shift was scribbled out & Joe Smith signed his name on the bid sheet

Officer Colston & Union Stewart Southland July 22 Called to On Wed, 1009 met with Mr. Harrett request made by Mr. Harrett questioned his regards to June 25 with mention of storm should have did rounds documentation took too long rounds were more important

I refused to comment or take opportunity to respond indicating I needed not to have to reiterate the same thing when I go to H.R.

was stated My not doing rounds isn't tolerated. I did what I thought was most impc and with them here most of the night if my priorities were not in order why didn't they tell me to do rounds. They stress about the importance of the brevities being in order & with them here I would have never thought this day was a day they would complain. I even told both of them how much I appreciated they stayed over. Chief I think gave me a paper before he left telling me if I have time there will be a tea given. I stayed on camera the whole time I was documenting was entitled to a 1 Hour Lunch & another 15 min break which wasn't complete to take or enjoy. I ask if I could tape the conversation because it would be too much to document I was told by Supervisor Garret I would have to ask H.R. and I mention I was feeling distraught due to the all the scrutiny I'm being subjected to. DONT SAY BUT FELT THIS

When I stated I had no response to any of the dates Mr. Harrett stated he agreed it was basically stupid but was requested to handle it in the order presented. This happened almost a month ago and never was it brought to my attention of their disaffection, before now.

WED 7-22 at 1615 hours Officer Tobin ~~departed~~ <sup>left</sup> meeting w/ S. Harrett at 1615 hours Officer Roberts ~~departed~~ <sup>met</sup> w/ S. Harrett

WED 7-22 I as well remembered clearly a alarm of some kind went off in the Main and was clearly informed by <sup>ast</sup> Chief Abrams to desegge & he did something w/ the ~~sample~~ panel in office and I ask if there was something I needed to know to do he stated no.

Mr. Jenero met w/ officer Jarrett 1700 to 1705

at 1710 Officer Roberts informed me out of Mr. Jenero's mouth I have been named to one of the officers to have

me to pick my shift and told me he needed an answer today Friday because Jenero wanted to finalize the bid sheet I informed him I was sleep and had just woke up and I would call him back he told me the only thing left was the shift I was on and the midnight shift I told him I would think about it and call him back later I waited two hours even though I knew and had ask God to direct my choice and if midnight stayed available I would take it or that I don't have to continue be harassed and could be out of sight out of mind but seeing I'm the only female it still places our dept. as if there is no female on staff another form of discrimination and found out on Sat Joe Smith was upset due to him & Arnett not being let to choose the shift they chose and they were made to switch as well which was told by Fadel Smith was filing a grievance, when I returned to work the new sheet was up w/ the chosen slots and the sheet that showed Fadel had scratched out his choice of the midnight shift was gone and signatures were request by the shifts that were chosen for the year starting Jan, 1988 to Jan/11, <sup>CASPER</sup> PROGRAM at LAKE <sup>SHORE</sup> UNTIL 3PM <sup>ON SAT.</sup> AND <sup>PROGRAM</sup> ~~TEN~~ <sup>1000</sup> people FIT 444

WAS DUE  
NOV 11/09  
MADE TO CHOOSE  
BY OCT 30

TEN ARE WERE HIRED BUT I WAS NOT ASKED  
They use seniority to place people in positions of discomfort & to take people out of discomfort w/ me being the only female which is not welcomed they have fear me in the work because they want me out of site out of mind

ON Friday Joe Smith tossed over chair in office & stated he has done everything right and found out they falsified his choice of shift and he informed Southland he wants to file a grievance & made the comments to Madraws outside after work in anger sharing what they did to him & Arnett wasn't right (This needs reason)

At 1400 Hours. On Wed. July 8, 09

1042

Officer Roberts offered to advise Officer Colston to watch her back indicating the 3 Superior Chief, Asst. Chief, & Supervisor Harret are all trying real hard to get something on me and that they are paying real close attention to my paperwork & pipe reports. He stated they are trying to cause me the same problems ~~as~~ they caused him and informed me I need to document everything because of the heat I've caused ~~with~~ Mel & Jenero. He stated a lot of people are smiling <sup>in</sup> my face but don't mean me any good and they want to turn everybody against me but to know if I ever needed someone to speak up on my behalf he will be there to do just that and that its really beginning to bother Officer Smith a lot the way hes been made aware of mischief being displayed in regards to me, and as well told me to make myself aware of the hostile work environment thats in rare form. and I have noticed since I got wrote up theres been questions asked who is the worst guard & guards have all been brought into the office questioned by Jenero in regards to how they are rated in regards to how Officers felt they had been treated, and told they have a BC categories of officers and some were told they are doing a great job and if they miss a day they dont have to bring in Doctors excuses. But I was never made aware or invited to converse in regards to either. these conversations took place with Mr. Jenero in regards to him & Mel which is the same man everybody stated he dont like females hired and feel they have no place in security. They dont speak unless I speak first. And they as well questioned guards trying to find out whos been on 10 stating 'Jenero' knows

On Friday July 10, 09 at 1032 Hours Spoke with Officer Smith regarding his knowledge and discuss regarding Chief Jones & Asst. Ch. Abrams consistency in the actions of retaliation against me stemming from our incident that went to the 10th floor. It has been told to me on several occasions that they are trying to get rid of me and how they are plotting against me to have me lose my job and how everyone is aware of the attack that is active against me. Officer Smith stated its ~~shame~~ <sup>a shame</sup> the way they won't let what happened go "Its over & they won't leave you alone. I've been told to document everything & just do my work & don't fall for their smiles because they are not meant for a good cause, so being told this & seeing how distant they have all become I have since then tried to be on my best guard as well as staying out of their sight as much as I can and not communicating w/ anyone regarding anything outside of work especially my personal business. I had offered to work on my day off in the last week of June on a Monday and called 1st thing in the am spoke with Mr. Abrams asking he needed me to work due to a call off on my midnight shift on Sunday Officer Williamson called off sick and they seem to be short handed due to others being on vacation but Mr. Abrams responds with a plain "No" no Thanks for asking, no was all I got I told him I was just checking but July 9, we had a program and certain officers were asked even Supervisors Harriet buddy Blauger was asked over the radio, I wasn't given a thought and being the only female I seem to never get asked because they utilize the males always first & foremost I had been placed as Unit A? over the Main Building and there was a complain of a Male patron reported to have been exposing himself and Base called 2 male officers from the other building they had been assigned to & never called me and I was assigned to the building the incident had occurred in. I questioned why was I not called Base Officer <sup>AGENT</sup> stated because you a female & it was a problem with a male and if it would have been a female he would have contacted me. I stated I'm an officer and it happened in my building and the gender shouldn't matter, and those calls are heard over the radio no supervisor questioned or found a problem with me not being called to the incident in the building I was appointed to. This is an act of discrimination and its been like that since I started and then they talk about me not knowing how to do things or handle things properly. I get treated differently because of my gender.

Example  
June 10/09

some backed down that wanted to speak up, and some just commended me for standing up for myself telling me that's who Mel or Jensen doesn't like me or want me here because the other women quit or cried or just let them treat them any kind of way. It's a very uncomfortable feeling I've been placed in working for people who basically are looking forward to putting me in harms way of any kind or just want the worst for me because I want & demand my respect as I give it to others. I feel I am among a team of enemies that seek to draw blood from me from even a boss that hired me and gave me 2 months before I could start my job and indicated that he couldn't wait until he could get me in the gym and that statement alone made me come in with my guards up realizing he thought it would be more than work involved in my getting hired as well as sharing with me stories on how he's been with at least 5 to 6 different women on this job before got with his wife. From the 1<sup>st</sup> day of his I never gave him any comfort to think I would be anything but professional as well as making it known I had a man to everyone and made it clear I was happy and everyone will vouch to this. I believe once he saw there was nothing but business he began to treat me differently. I began to request for respect in Roll Call and discuss how it wasn't professional using profanity & making statements regarding getting staff member Reba to show Dwyer Tom what a real woman could teach him stuff like "I'll put it on you". Roll Call was like a moment for the guys to be guys and I found no humor or fun in it and began to stop sitting at the table. They would not only use the worse profanity but talk about their own such as calling Officer Williamson a drunk or alcoholic and tell them specifically about the AA meetings, or call Officer Marm a cheater and put his business out that he cheats on his wife & so on. I would wait ~~on~~ my man to pick me up and Mr. Abrams once stated your man always late you ain't got him trained you

1703 Hours Saturday July 18,

Officer Colston was called in Office to meet w/ Supervisor Harrett & Cline Stewart James Southerland informing me a request for discipline was requested by Chief Jenero in regards to me not making enough rounds which was not made aware to me before today and I have been trying to do what is expected of me to keep conflict down, but the harder I try seems not to work in my favor and I have been forwarding the the Supervisors & Chiefs of Security are working real hard to get me out of my position & the request for discipline was requested by the Chief which is discriminating against me because of my gender. Assist. Chief Abrams requested he wanted weekend rounds in each building to be at least 1 hr. long and if we finish early to stay and lounge it out and we have a start time to begin as well as my not even taking my second 15 min break so that I can prepare for close out duties to depart on time. and the night of the power outage my lunch was late taken so that I would get my documentation done so it wouldn't look like I didn't do my job, I didn't get my 2nd break and Lunch was cut a few minutes early & Both Chief & Asst Chief were here thru the power outage & Chief Abrams helped me to make proper decisions because they were both here with me as I was at the desk trying to take care of everything as well. I thanked them both for being here & helping feel more comfortable because it was a busy night and I thought everything was handled well because I tried to prioritize what was most important. And no complaint was made that night, the next day day, or next week and as far as any other days not enough rounds being made I was never informed there was a problem.

**THIS SIDE FOR SECURITY OPERATIONS DEPARTMENT USE ONLY**

Security Operations Investigation and Report:

1st  
Reported  
Info  
For Invest

7  
1  
D  
1

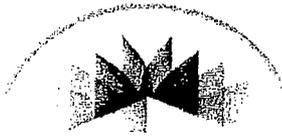
On November 4, 2009, I, Security Officer Colston had a conversation with the Director's Assistant Timothy Diamond, and I did mention to him that Assistant Chief Abrams and Chief Jenero utilizes inappropriate Language on a regular basis. The word Fuck, Assholes, and Fuckers are their favorite but, they use this language so often it has become language most Officer's just over look because it's something most have become use to. Chief Jenero has occasionally excused himself when in my presence utilizing profanity, but will and has still will use profanity when he feel the need. Mr. Abrams just uses profanity like it's just part of everyday conversation and he doesn't care about whose around. I did speak to Mr. Abrams early in my time of hire regarding how I felt our Roll Call was very unprofessional due to the profanity that was utilized and the way Mr. Abrams talked about the Officer's personal lives and personal problems or "addictions at Roll Call. After my mention of Roll call needing to be more professional, I noticed I was very rarely scheduled for Roll Call. When I spoke in regards to a Hostile Work Environment, I was relating to my workplace and the deceitfulness I've experienced within my own department and how I feel they and others have placed me in an unsafe atmosphere and having no real concern for me. I realize now I have to watch my back mostly regarding my own department. I feel very uncomfortable depending upon people that keep secrets and place a code of silence upon those that may feel the need or desire to share vital information that does pertain to me personally. My work place has become a battlefield of intimidation and conspiracy due to the intentional games of plot that my Superiors find entertaining. The Hostile work environment was and has been created by my own department. I have observed the snickers from my Superiors as they witness the "Cut Throat" relationship that takes place with the Officer's. They enjoy watching the division grow due the manipulation that is utilized, We as Officers are kept from being a team because we must fight our individual battles, if we fight and when those of us do fight there is retaliation that is utilized but only to where the victim notices. Having threats made against an employee by an employee and keeping it a secret doesn't show Unity or Professionalism especially when the victim has been kept from protecting themselves in any way. If we are " Security " then why not start with securing your own? Why don't I have the comfort of feeling secure? Our Home and our Work place should be two places we should feel most comfortable because were suppose to be surrounded by those that know us and care about us, When a boss ask an employee personally to resign and they don't then I can only expect betrayal, deception and intimidation. As for the " Nigger" word I can only say that word has been utilized by Only Mr, Abrams he has used that word numerous occasion's but because were considered Assholes, Idiots, Fuckers, Liars, Stupid, Imbeciles, it just seem to be another word for him to label. Mr. Abrams used that term when he investigated me regarding Mr. Dycks was reported urinating in the sink he stated "I know he did it because the " Nigger" got problems nasty Fucker, and then stated he probably wanted you to see him by you being a nice looking female he may have been trying to turn you on. Other times Mr. Abrams have utilized the Nigger word was in casual conversation but so much gets overlooked I didn't think to make big deal I guess because I'm in that same category. One other time was when I questioned him why we didn't have firearms he stated I wouldn't trust some of these guys with a gun and stated Could you see a Nigger like Dycks with a gun? Reporting this information is what you required I would not have done this on my own because I feel it's another way to create more retaliation for me just as when I was requested to give my statement for Mr. Dyckes look where that got me.

November, 17, 09  
Security Officer  
Mary Colston

- Copies to:  Director  Deputy Director  Branches & Outreach Services  Main Library  
 Technical Services  Other

Examined and  
Approved: \_\_\_\_\_  
Chief of Security Operations Date

3



# CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

## MEMORANDUM

**TO:** S/O Mary Colston

**FROM:** Sharon L. Tufts, HR Administrator *Sharon Tufts*

**DATE:** May 12, 2011

**SUBJECT:** Scheduling a Meeting for Follow-Up--Two Issues

Mary,

Please call Beverly White-Yates, HR Administrative Asst. at ext. 2890 to schedule a time to meet with me. I want to follow-up with you about two issues you raised in previous meetings.

The meeting is not disciplinary, nor involving anything you discussed with the investigator. Thank you.

Looking forward to meeting with you

*I received this for a Verbal Apology for Novotny*

*11* *↳ To Retrieve Corrective Actions letters*

*↳ That I asked for April 23, 10 and just now received what Ms. Tufts stated they finally understood what I was requesting*

*THESE ITEMS WERE CHARGED & PAID FOR*

*Unlike the items that I requested from my files that were placed in my mail-box that were totally free that I was suppose to pay for*

*That are what grievances and are due to go to Arbitration*

Colston Request for Meeting

# Memo

**To:** Michael Janero, Chief of Security Operations  
**From:** *Sharon Tufts* Sharon Tufts, HR Administrator, Felton Thomas, Director *FT*  
**Date:** 4/02/10  
**Re:** Counseling Memo

One of your employees made allegations of a hostile environment and disparate treatment. In accordance with Human Resources Policy 460 which forbids such actions, the Library Management hired an outside investigator to investigate the allegations. The process was very thorough and took a number of weeks to conclude. It included interviews with you, the Assistant Chief of Security, a number of Security Officers and Security Supervisors and others.

The results of the investigation revealed a number of unacceptable behaviors and actions by the Assistant Chief of Security Operations. The use of inappropriate language such as 'bitch', 'fuck' and 'nigger'; the use of sexual innuendo and jokes; the revelations of employee's personal information which sometimes included medical information. These actions continued after the employee brought it to your subordinate's attention that such actions were unwelcome. You did not step in to stop the unacceptable conduct. Further, you let it be widely known that you were not partial to women officers.

As a Supervisor at the Cleveland Public Library you are to act in a business-like and respectful manner. Per Policy 460 you are responsible for maintaining an atmosphere free of discrimination and harassment and for ensuring the compliance of the Assistant Chief with this policy. Policy 460 prohibits any form of retaliation against employees who make a report or participate in the investigation. Security must follow the same rules as the rest of the Library. Please read the attached Policy 460 and sign and return to Human Resources the signature page on or before April 5<sup>th</sup>.

The Library will be training all the employees of the Security Department on Policy 460 in the near future. Special training for you and the Assistant Security Chief will also be scheduled.

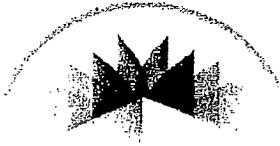
Attachment: HR Policy 460

*Received This In*

*2011*

*No mention of him being forced to resign but made it look as though early retirement which I was lapsed off same time he left only in our department  
non took place in*

3



# CLEVELAND PUBLIC LIBRARY

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## MEMORANDUM

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**FROM:** Sharon L. Tufts, HR Administrator *Sharon Tufts*

**DATE:** May 12, 2011

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 & PAID FOR  
 Unlike the items that I  
 requested from my files that  
 were placed in my mail-box  
 that were totally free  
 that I was suppose to pay*

Colston Request for Meeting

10



## CLEVELAND PUBLIC LIBRARY

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### MEMORANDUM

**TO:** All Security Officers and Supervisors

**FROM:** Larry Novotny, Assistant Human Resources Administrator *L Novotny*

**DATE:** July 5, 2011

**SUBJECT:** Completion of Investigation of Security Department Complaint

The investigation into the complaint raised with regard to the Security Department for violation of HR Policies 460 (EEO, Discrimination and Harassment) and 480 (Workplace Violence and Bullying), which was conducted by independent investigator Diane Citrino, has been completed. The Library thanks you for your cooperation in the investigation.

The Library takes concerns of this nature very seriously and thoroughly investigates all such issues that are brought to our attention. The Library has taken appropriate action as a result of the investigation.

This memorandum is a reminder that the Library strictly prohibits any form of retaliation against an employee who makes a report or who participates in the investigation of a complaint. If you believe you have been retaliated against, you must report the incident to a Human Resources representative, the Deputy Director or the Director immediately.

If you have any questions regarding the Memo or HR Policies 460 & 480, please contact me at x2894. Thank you for your cooperation.

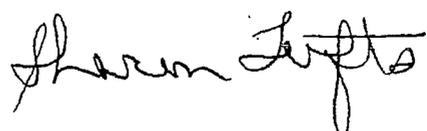
**Interoffice**

**MEMORANDUM**

**CLEVELAND PUBLIC LIBRARY**

**To:** All CPL Security Officers and Supervisors

**From:** Sharon Tufts, Human Resources Administrator



**Subject:** Interviews for An Investigation:

**Date:** May 3, 2011 Second Investigation  
After My Return of A Smo. Layoff that took place "30 Days"  
After Findings of Guilt

To: the CPL Security Officers and Supervisors

An investigation will be conducted in your department because Library management has received a staff complaint under HR Policy section 460, (EEO and Harassment). As Security Operations' staff you are aware of how investigations are conducted. Those who may have some relevant information about the issue under investigation are interviewed.

Per Human Resources Manual sections 460 and 480, employees are expected to cooperate in the investigation of any complaint relating to staff concerns about harassment, intimidation, unfair treatment, etc. Therefore **all** Security Officers and **all** Security Supervisors will be scheduled for an interview with Ms. Diane Citrino, who has been engaged to conduct the investigation. HR management is using an external investigator to bring an outsider's perspective to this process.

WADO

Your interview will be scheduled in her office, the legal firm of Thacker Martinsek, LPA at 2330 One Cleveland Center, 1375 E. 9<sup>th</sup> Street at St. Clair Ave. The interview is on Library time, of course. You will be informed when your interview is scheduled by me or HR Administrative Asst., Beverly White-Yates.

Any Security Officer that would like to have a union representative present when he/she is interviewed may do so; just inform me or Ms. White-Yates when you are scheduled. (Having a union representative present is not usually permitted in interviews of this type, however to encourage your participation, Library management is willing to permit it on a non-precedent setting basis.)

THIS WAS SAID THEY COULDN'T REPORT ON WITH SAID WHAT

You may question if you are allowed to bring outside legal counsel into the investigatory meeting with Ms. Citrino. The answer is no. In internal Library matters between you and CPL, a Security Officer's sole representative is Teamsters.local 244.

If you have questions or concerns regarding this memo, please feel free to contact me, x2890. Thank you for your anticipated cooperation.

Zimbra Collaboration Suite

peter.brennan@cpl.org

Resignation

*July*  
Monday, June 27, 2011 3:28:16 PM

From: cindy.lombardo@cpl.org  
To: CPL.Administrators@cpl.org  
Cc: security.staff@cpl.org

Mr. Mel Abrams tendered his resignation from CPL as Assistant Chief of Security effective July 27, 2011.

I'd like to take this opportunity to personally thank Mel for his years of service to the Library and for all the support and assistance he has provided to me since I began working at the Library.

Please join me in wishing him well as he pursues other opportunities.

*Like HE WAS REALLY A  
DELIGHTFUL COOPER*

Cindy Lombardo  
Acting Deputy Director  
Cleveland Public Library  
325 Superior Ave  
Cleveland, OH 44114  
Ph: 216/623-2878  
Fx: 216/623-7015

g

Zimbra Collaboration Suite

mary.colston@cpl.org

Re: Investigation results  
3 Message

Re: Investigation results

Wednesday, July 20, 2011 11:01:56 AM

From: larry.novotny@cpl.org  
To: mary.colston@cpl.org  
Cc: mscrujgs@cpl.org; clombardo@cpl.org; Tom.Barnard@odnss.com

Dear Ms. Colston:

I am responding to your request for "Corrective Actions" as a result of the "Diane Citrino" investigation.

As a result of the outside investigation a pre termination hearing was held <sup>July</sup> June 27, 2011 for Melvin Abrams, Assistant Security Chief. The charges were violation of HR Policy 460 Against Discrimination and Harassment and HR policy 480 Against Workplace Bullying. Mr. Abrams was placed on paid administrative leave on June 11, 2011 until a decision was made. At the pre termination hearing, ~~Mr~~ Abrams resigned from the Library. The resignation concluded the investigation.

Sincerely,  
Larry Novotny  
Asst. HR Admin.

Lawrence Novotny  
Assistant Human Resources Administrator  
Cleveland Public Library  
Human Resources  
325 Superior Avenue  
Cleveland, Oh 44114  
216-623-2894 (telephone)  
216-623-2883 (fax)  
lnovotny@cpl.org (email)  
<http://www.cpl.org> (library website)

BECAUSE HE VERBALLY THREATENED  
TO CAUSE HARM TO ALL WHILE IN  
POSSESSION OF A FIREARM  
AND THEN THEY PROVIDED ME W/OPR  
FOR MY PROTECTION, FOR NIGHTS I  
WORKED ALONE FOR PENDING TIME

----- Original Message -----  
From: "Mary Colston" <mary.colston@cpl.org>  
To: "Larry Novotny" <larry.novotny@cpl.org>  
Cc: "Mary Colston" <mcolston@cpl.org>  
Sent: Monday, July 18, 2011 2:38:33 PM GMT -05:00 US/Canada Eastern  
Subject: Investigation results

Hello Mr. Novotny, I would like to respectfully request in writing at your earliest availability, the "Corrective Actions" that were taken regarding the reported Hostile Work Environment in our Security department that was performed by the Private Investigator Ms. Diane Citrino, that has been confirmed to have been completed.

a

Zimbra Collaboration Suite

mary.colston@cpl.org

Re: Corrective Actions

Monday, July 25, 2011 10:03:55 AM

From: larry.novotny@cpl.org

To: mary.colston@cpl.org

Cc: mscruggs@cpl.org; clombardo@cpl.org; Tom.Barnard@odnss.com

Dear Ms. Colston:

The response on July 20, 2011 was complete. There were no other corrective actions taken.

Sincerely,  
Larry Novotny  
Asst. HR Admin.

Lawrence Novotny  
Assistant Human Resources Administrator  
Cleveland Public Library  
Human Resources  
325 Superior Avenue  
Cleveland, Oh 44114  
216-623-2894 (telephone)  
216-623-2883 (fax)  
lnovotny@cpl.org (email)  
http://www.cpl.org (library website)

----- Original Message -----

From: "Mary Colston" <mary.colston@cpl.org>  
To: "Larry Novotny" <larry.novotny@cpl.org>  
Cc: "Mary Colston" <mcolston@cpl.org>  
Sent: Monday, July 25, 2011 8:06:44 AM GMT -05:00 US/Canada Eastern

Mr. Novotny I did receive the "Corrective Actions for the Diane Citrino Investigation as I requested, I would like to say Thank you. Unfortunately the information you provided only indicated the Corrective Actions and Charges for Asstistant Chief Abrams. I would like to as well respectfully request in writing the Corrective Actions and Charges thus far, regarding Supervisor Floyd Garrett due to him being named in the completed investigation as well.

*Mr. Supervisor  
Mr. Garrett resigned in August  
after he was demoted as a result  
of the investigation*

*Once demoted he departed from work that day  
immediately after he was advised of  
his demotion & was informed to return  
to work <sup>on Monday</sup> in street clothes but in Security  
Uniform and be prepared to come out of the  
office and he was to go on the road for 3mo  
he left & never returned.*

10

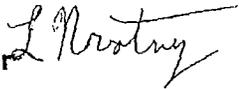


## CLEVELAND PUBLIC LIBRARY

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### MEMORANDUM

**TO:** All Security Officers and Supervisors

**FROM:** Larry Novotny, Assistant Human Resources Administrator 

**DATE:** July 5, 2011

**SUBJECT:** Completion of Investigation of Security Department Complaint

The investigation into the complaint raised with regard to the Security Department for violation of HR Policies 460 (EEO, Discrimination and Harassment) and 480 (Workplace Violence and Bullying), which was conducted by independent investigator Diane Citrino, has been completed. The Library thanks you for your cooperation in the investigation.

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If you have any questions regarding the Memo or HR Policies 460 & 480, please contact me at x2894. Thank you for your cooperation.



16  
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
Cleveland Field Office

AJC Federal Building  
1240 East Ninth Street, Suite 3001  
Cleveland, OH 44199  
(216) 522-2001 (Main Number)  
1-800-669-4000 (General Info/New Charge Filing)  
1-866-408-8075 (Charge Status/Pending Business)  
1-800-669-6820 (National TTY)  
FAX (216) 522-7395 • TTY (216) 522-8441

Respondent: Cleveland Public Library  
EEOC Charge No.: 532-2011-01711

September 7, 2011

Ms. Mary Colston  
1700 East 13<sup>th</sup> Street, #5TE  
Cleveland, OH 44114

Dear Ms. Colston:

This is with reference to the recent information you provided in which you alleged employment discrimination by the above-named respondent. The information provided indicates that the matter complained of is subject to the statute(s) checked off below:

Title VII of the Civil Rights Act of 1964, as amended

The attached EEOC Form 5, Charge of Discrimination, is a summary of your claims based on the information you provided. We have complied with the law and notified the employer that you filed a charge. Before we investigate your charge, however, you must sign and return the enclosed Form. To enable proper handling of this action by the Commission you should:

Review the enclosed charge form and make corrections; sign and date the charge in the bottom left hand block where I have made an "X"; and return the signed charges to this office.

Please sign and return the charge within thirty (30) days from the date of this letter. Under EEOC procedures, if we do not hear from you within 30 days or receive your signed charge within 30 days, we are authorized to dismiss your charge and issue you a right to sue letter allowing you to pursue the matter in federal court.

Please be aware that after we receive your signed Form 5, the EEOC will send a copy of the charge of the Ohio Civil Rights Commission (OCRC) as required by our procedures. If your charge is processed by the OCRC, it may require the charge be signed before a notary public or an agency official.

Please use the "EEOC Charge No." listed at the top of this letter whenever you call us about this charge. Please also notify this office of any change in address or of any prolonged absence from home. Failure to cooperate in this matter may lead to dismissal of the charge.

If you have any questions, please call me at the number listed below. If you have to call long distance, please call collect.

Sincerely,  
*Ms. M. Betts*  
Ms. M. Betts  
Investigator Assistant  
(216) 522-2246

Telephone Hours: Tuesday – Thursday, 10:00 a.m. - 3:00 p.m.

Enclosure(s)  
Copy of EEOC Form 5, Charge of Discrimination  
Mediation Fact Sheet  
Postage Paid Envelope

COLSTON 5-6-12 000193

### CHARGE OF DISCRIMINATION

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To: Agency(ies) Charge No(s):

FEPA  
 EEOC

532-2011-01711

**Ohio Civil Rights Commission**

and EEOC

*State or local Agency, if any*

Name (Indicate Mr., Ms., Mrs.)

**Ms. Mary J. Colston**

Home Phone (Incl. Area Code)

**(216) 938-8437**

Date of Birth

[REDACTED]

Street Address

City, State and ZIP Code

**1700 East 13th Street, #5te, Cleveland, OH 44114**

Named is the Employer, Labor Organization, Employment Agency, Apprenticeship Committee, or State or Local Government Agency That I Believe Discriminated Against Me or Others. (If more than two, list under PARTICULARS below.)

Name

**CLEVELAND PUBLIC LIBRARY**

No. Employees, Members

**101 - 200**

Phone No. (Include Area Code)

**(216) 623-2889**

Street Address

City, State and ZIP Code

**525 Superior Avenue, Cleveland, OH 44114**

Name

**RECEIVED**

No. Employees, Members

Phone No. (Include Area Code)

Street Address

**SEP 20 2011**

City, State and ZIP Code

**CLFO  
EEOC**

DISCRIMINATION BASED ON (Check appropriate box(es).)

RACE     COLOR     SEX     RELIGION     NATIONAL ORIGIN  
 RETALIATION     AGE     DISABILITY     GENETIC INFORMATION  
 OTHER (Specify)

DATE(S) DISCRIMINATION TOOK PLACE

Earliest    Latest  
**11-04-2009    05-12-2011**

CONTINUING ACTION

THE PARTICULARS ARE (If additional paper is needed, attach extra sheet(s)):

I was hired by the above named Respondent on July 8, 2008. My current position is Security Officer. Beginning in November 2009 and continuing, I have been subjected to unequal terms and conditions of employment, sexually harassed and harassed by Melvin Abrams, Assistant Security Chief.

In November 2009, I complained to Timothy Diamond, Director's Assistant. An investigation was conducted and concluded with disciplinary action being issued in April 2010. In April 2011, I made another complaint. An investigation was conducted and concluded with the alleged harasser resigning his position in June 2011.

I believe I was discriminated against because of my gender, Female, in violation in Title VII of Civil Rights Act of 1964, as amended (Title VII) and in retaliation for complaining about a protected activity.

I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.

NOTARY - When necessary for State and Local Agency Requirements

I declare under penalty of perjury that the above is true and correct.

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

SIGNATURE OF COMPLAINANT

*Sept 14, 11 Mary Colston*

Date

Charging Party Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE (month, day, year)



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
Cleveland Field Office

AJC Federal Building  
1240 East Ninth Street, Suite 3001  
Cleveland, OH 44199  
(216) 522-2001 (Main Number)  
1-866-408-8075 (Charge Status/Pending Business)  
1-800-669-4000 (General Info/New Charge Filing)  
FAX (216) 522-7395 \* TTY (216) 522-8441

September 20, 2011

Ms. Mary Colston  
1700 East 13<sup>th</sup> Street, #5TE  
Cleveland, OH 44114

RE: Charge No.(s): 532-2011-01711  
Respondent(s): Cleveland Public Library

Dear Ms. Colston:

This is to acknowledge your charge of employment discrimination against the above named Respondent. The information you have provided indicates that your charge is subject to **Title VII of the Civil Rights Act of 1964, as amended (Title VII)**.

A copy of your charge will be provided to the Respondent as required by our procedures. The Commission's regulations require that you notify this office of any change of address and keep us informed of any prolonged absence from your current address. Your failure to cooperate in this matter may lead to the dismissal of your charge.

You need do nothing further at this time. ~~I am not the investigator assigned to this case.~~ The assigned investigator/mediator will contact you when he/she needs further information or assistance.

Sincerely,

*Ms. M. Betts*

Ms. M. Betts  
Investigator Assistant

Enclosure:

Copy of Charge  
Charging Party Information Sheet

## U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

## DISMISSAL AND NOTICE OF RIGHTS

To: **Mary J. Colston**  
1700 East 13th Street, #5te  
Cleveland, OH 44114

From: **Cleveland Field Office**  
EEOC, AJC Fed Bldg  
1240 E 9th St, Ste 3001  
Cleveland, OH 44199

On behalf of person(s) aggrieved whose identity is  
CONFIDENTIAL (29 CFR §1601.7(a))

EEOC Charge No.

EEOC Representative

Telephone No.

532-2011-01711

**Janice Z. Streeter,**  
**Intake Supervisor**

(216) 522-7515

## THE EEOC IS CLOSING ITS FILE ON THIS CHARGE FOR THE FOLLOWING REASON:

The facts alleged in the charge fail to state a claim under any of the statutes enforced by the EEOC.

Your allegations did not involve a disability as defined by the Americans With Disabilities Act.

The Respondent employs less than the required number of employees or is not otherwise covered by the statutes.

Your charge was not timely filed with EEOC; in other words, you waited too long after the date(s) of the alleged discrimination to file your charge.

The EEOC issues the following determination: Based upon its investigation, the EEOC is unable to conclude that the information obtained establishes violations of the statutes. This does not certify that the respondent is in compliance with the statutes. No finding is made as to any other issues that might be construed as having been raised by this charge.

The EEOC has adopted the findings of the state or local fair employment practices agency that investigated this charge.

Other (briefly state)

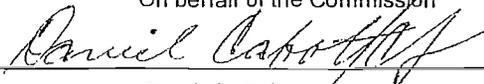
## - NOTICE OF SUIT RIGHTS -

(See the additional information attached to this form.)

**Title VII, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act, or the Age Discrimination in Employment Act:** This will be the only notice of dismissal and of your right to sue that we will send you. You may file a lawsuit against the respondent(s) under federal law based on this charge in federal or state court. Your lawsuit must be filed **WITHIN 90 DAYS of your receipt of this notice**; or your right to sue based on this charge will be lost. (The time limit for filing suit based on a claim under state law may be different.)

**Equal Pay Act (EPA):** EPA suits must be filed in federal or state court within 2 years (3 years for willful violations) of the alleged EPA underpayment. This means that **backpay due for any violations that occurred more than 2 years (3 years) before you file suit may not be collectible.**

On behalf of the Commission



**Daniel Cabot,**  
Director

SEP 28 2011

(Date Mailed)

Enclosures(s)

cc:

**Felton Thomas**  
HR Director  
CLEVELAND PUBLIC LIBRARY  
325 Superior Avenue  
Cleveland, OH 44114

20

**INFORMATION RELATED TO FILING SUIT  
UNDER THE LAWS ENFORCED BY THE EEOC**

*(This information relates to filing suit in Federal or State court under Federal law.  
If you also plan to sue claiming violations of State law, please be aware that time limits and other  
provisions of State law may be shorter or more limited than those described below.)*

**PRIVATE SUIT RIGHTS -- Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA),  
the Genetic Information Nondiscrimination Act (GINA), or the Age  
Discrimination in Employment Act (ADEA):**

In order to pursue this matter further, you must file a lawsuit against the respondent(s) named in the charge within 90 days of the date you receive this Notice. Therefore, you should **keep a record of this date**. Once this 90-day period is over, your right to sue based on the charge referred to in this Notice will be lost. If you intend to consult an attorney, you should do so promptly. Give your attorney a copy of this Notice, and its envelope, and tell him or her the date you received it. Furthermore, in order to avoid any question that you did not act in a timely manner, it is prudent that your suit be filed **within 90 days of the date this Notice was mailed to you** (as indicated where the Notice is signed) or the date of the postmark, if later.

Your lawsuit may be filed in U.S. District Court or a State court of competent jurisdiction. (Usually, the appropriate State court is the general civil trial court.) Whether you file in Federal or State court is a matter for you to decide after talking to your attorney. Filing this Notice is not enough. You must file a "complaint" that contains a short statement of the facts of your case which shows that you are entitled to relief. Your suit may include any matter alleged in the charge or, to the extent permitted by court decisions, matters like or related to the matters alleged in the charge. Generally, suits are brought in the State where the alleged unlawful practice occurred, but in some cases can be brought where relevant employment records are kept, where the employment would have been, or where the respondent has its main office. If you have simple questions, you usually can get answers from the office of the clerk of the court where you are bringing suit, but do not expect that office to write your complaint or make legal strategy decisions for you.

**PRIVATE SUIT RIGHTS -- Equal Pay Act (EPA):**

EPA suits must be filed in court within 2 years (3 years for willful violations) of the alleged EPA underpayment: back pay due for violations that occurred **more than 2 years (3 years) before you file suit** may not be collectible. For example, if you were underpaid under the EPA for work performed from 7/1/08 to 12/1/08, you should file suit before 7/1/10 -- not 12/1/10 -- in order to recover unpaid wages due for July 2008. This time limit for filing an EPA suit is separate from the 90-day filing period under Title VII, the ADA, GINA or the ADEA referred to above. Therefore, if you also plan to sue under Title VII, the ADA, GINA or the ADEA, in addition to suing on the EPA claim, suit must be filed within 90 days of this Notice and within the 2- or 3-year EPA back pay recovery period.

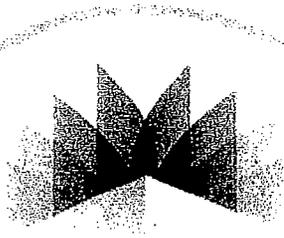
**ATTORNEY REPRESENTATION -- Title VII, the ADA or GINA:**

If you cannot afford or have been unable to obtain a lawyer to represent you, the U.S. District Court having jurisdiction in your case may, in limited circumstances, assist you in obtaining a lawyer. Requests for such assistance must be made to the U.S. District Court in the form and manner it requires (you should be prepared to explain in detail your efforts to retain an attorney). Requests should be made well before the end of the 90-day period mentioned above, because such requests do not relieve you of the requirement to bring suit within 90 days.

**ATTORNEY REFERRAL AND EEOC ASSISTANCE -- All Statutes:**

You may contact the EEOC representative shown on your Notice if you need help in finding a lawyer or if you have any questions about your legal rights, including advice on which U.S. District Court can hear your case. If you need to inspect or obtain a copy of information in EEOC's file on the charge, please request it promptly in writing and provide your charge number (as shown on your Notice). While EEOC destroys charge files after a certain time, all charge files are kept for at least 6 months after our last action on the case. Therefore, if you file suit and want to review the charge file, **please make your review request within 6 months of this Notice**. (Before filing suit, any request should be made within the next 90 days.)

**IF YOU FILE SUIT, PLEASE SEND A COPY OF YOUR COURT COMPLAINT TO THIS OFFICE.**



# CLEVELAND PUBLIC LIBRARY

## SECURITY OPERATIONS

**To:** Sharon Tufts  
**From:** Chief Michael A. Janero  
**Subject:** Disciplinary Investigation Hearing  
**Date:** August 19, 2009

ALWAYS ON ME

On Sunday, August 16, 2009 Officer Mary Colston was assigned to work the 1530 hours to 2400 hours third shift relief post. The library was closed and her sole duty is to patrol the buildings. WHEN NO ONE IS IN THE BUILDING

While reviewing her duty report and detex pipe report, we noticed from 1628 hours until 1816 hours only one button was recorded; a 106-minute time period. During that time, Colston documents her activity as follows:

- 1631-1643 Break (12 minutes—a fifteen minute break is authorized)
- 1650-1700 LSW Security Desk for relief of Officer Smith (this is a time for the departing officer to review pertinent information with the next officer—this would be considered appropriate time spent)
- 1700-1755 hours Documented she was at the LSW desk on "Post Duty." (meaning she was sitting at the LSW security desk) 5:00 PM TO 5:30 PM BUILD WAS OPEN
- 1755-1815 hours Closing and locking the Eastman Garden NO TELLING WHAT HAPPENED

There is absolutely no reason to be on "Post Duty" sitting at the LSW security desk when the library is closed. The officer is to be on continuous patrol. Colston has been counseled and disciplined for this infraction previously.

Furthermore, Colston spends twenty minutes closing the Eastman Garden—a task the majority of the officers would state would take them roughly five to six minutes. Joe Smith



Other staff was in building  
Sandy Kuban  
staff from

NEXT PAGE

LOOK AT MALE OFFICERS TIME SITTING AT DESK WHERE IS IT WRONG

# CLEVELAND PUBLIC LIBRARY SECURITY OPERATIONS DUTY REPORT

DATE TOUR BEGAN September 27 2009 DAY: SUNDAY TIME: 0830 HOURS

DATE TOUR ENDED September 27 2009 DAY: SUNDAY TIME: 1700 HOURS

SOURCE	TIME		LOCATION & NATURE OF ASSIGNMENT	DISPOSITION
	REC	COMP		
R-112 P-19	0830	0900	LSW DESK - MONITORING CC/TV'S	completed
	0900	0903	EASTMAN GARDEN - UNLOCKED TO THE PUBLIC	completed
	0903	1040	LSW AND MAIN - DETEX PATROL BUILDINGS	completed
	1040	1055	BREAK	completed
	1055	-	LSW DESK - MONITORING CC/TV'S	
	-	1230	UPDATING THE DAILY LOGS	completed
	1230	1330	LUNCH	completed
	1330	1521	LSW AND MAIN - DETEX PATROL BUILDINGS	completed
	1521	1536	BREAK	completed
	1536	-	LSW DESK - MONITORING CC/TV'S	
	-	1624	UPDATING THE DAILY LOGS	completed
	1625	1633	BOOK-DROP CLEARED	completed
	1634	-	LSW DESK - MONITORING CC/TV'S	
		1700	OFF DUTY	
/				

SOURCE OF ASSIGNMENT: R = RADIO P = PERSONAL INITIATIVE S = SUPERVISOR

INDIVIDUALS EXPELLED: \_\_\_\_\_, RADIO ASSIGNMENTS RECEIVED: \_\_\_\_\_

DRIVER \_\_\_\_\_ BADGE \_\_\_\_\_ 2<sup>ND</sup> OFFICER NAME Joe Smith BADGE 107

(IF DRIVER CHANGE NOTE IT IN YOUR DUTY REPORT)

EXAMINED BY: \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR

- A. 1530 hours - 1630 hours, posted at LSW Security Desk ✓
- B. 1635 hours – 1650 hours, first 15 minute break ✓
- C. 1655 hours - 1900 hours, posted at LSW Security Desk ✓
- D. 1900 hours – 1945 hours, Main building patrol tour ✓ 7:00-745
- E. 1950 hours – 2050 hours, Lunch Break ✓ 750-850
- F. 2055 hours – 2205 hours, LSW building patrol tour 855-1005
- G. 2210 hours – 2225 hours, second 15 min break 10:10-10:25
- H. 2230 hours – 2315 hours, Main building patrol tour 1030-1115
- I. 2320 hours – 2400 hours, posted at LSW Security Desk 1120-1200

After completing your last patrol tour the 3<sup>rd</sup> shift Security Officer will download his or her patrol tour pipe. During your time posted at the security desk you will print out all the down loaded tour pipes for that day. After printing all the patrol tour reports you will place the reports on the report tray located on top of the safe in the security office.

To print out the patrol tour pipe report follow the instruction below.

1. Make sure that the computer and monitor is on.
2. Make sure that the Laser Jet 4p print is on.
3. From the on screen window double click on the short cut to guard plus 1 icon.



Guard1 Plus.Ink

4. Using the computer mouse click on the download box.
5. Click on the + box next to the file name today
6. Click on the download report once highlighted right click on report
7. Select print download report from the drop screen and click. Repeat this step for each report that is in the today file.
8. After printing all the tour patrol reports place them in the report tray on the safe.

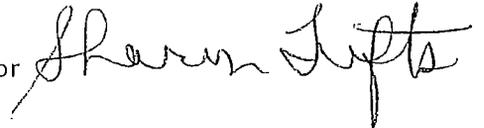
***Be advised that the only time that your patrol pipe is to be in your mail box if a problem occurs during downloading. Only the share patrol tour pipe #14 will be stored in the mail box when not being used. Pipe #14 will be placed in mail box slot #187, which is located at the bottom slot on the mail box.***

# Interoffice

## MEMORANDUM

CLEVELAND PUBLIC LIBRARY

To: Mary Colson, Security Operations  
From: Sharon L. Tufts, Human Resources Administrator  
Subject: Suspension – 9/10 & 9/11, 2009  
Date: September 8, 2009



On August 13, 2009 an investigatory meeting was held with you to discuss your 2 hour tardiness on August 13, 2009. Security Officer James Southerland was present at the meeting as the union representative. When asked why you were so late for your shift, you said you had misread the schedule. This is unacceptable. The schedule had been posted for three (3) weeks.

On August 26, 2009, an investigatory meeting was held with you to discuss several issues including your continued unsatisfactory work performance in making required security rounds on August 23, 2009. At this meeting you did not give any acceptable reason to explain why you did not complete your required rounds.

I DIDNT SAY "THESE" WORDS

Additionally, at that meeting where Security Officer James Southerland was present as your union representative, a comment you made to Supervisor Floyd Garrett on August 24, 2009 was discussed. Garrett informed you that he felt that your remark to him, "God was going to take care of you for the way you treated people" was inappropriate in the workplace. You did not accept his characterization of the remark as inappropriate and you said you were going to continue to use God's name in your workplace communications. Your comment was inappropriate in the workplace because the comment could be interpreted as threatening or intimidating. Additionally, the person to whom it was directed said he felt it was inappropriate. We must all be mindful that our workplace communications sometimes need to be changed to be respectful of the feelings of others. Human Resources Manual Section 480 prohibits threatening or intimidating remarks and behaviors in the workplace. The policy is attached, please review it.

THIS WAS ALIE - BUT I ALSO GOT THIS BECAUSE THEY HANDLE TICKETS THREAT

You received a first warning on October 30, 2008, another first warning on May 12, 2009, and a second warning on July 24, 2009.

Therefore, you are being suspended without pay for two days; September 10 & 11, 2009 per Human resources Manual Section 238.3 for unsatisfactory quality and quantity of work. You are to return to work on your next scheduled shift.

Your overall work performance is unsatisfactory. You must make immediate improvements to bring your performance up to a satisfactory level and maintain it there or further discipline up to and including termination could result.

SLT/gh  
ATTACHMENT  
C: M. Janero  
J. Williams  
Payroll Office  
HR file

# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

To: ✓ S/O Officer Mary Colston

From: Sharon Tufts, HR Administrator

*Sharon Tufts*

Subject: Follow-up Regarding Actions Taken

Date: September 28, 2009

=====

Officer Colston, as I promised you in our phone conversation on September 24<sup>th</sup> and in our meeting with your department managers and Mr. Novotny on September 25, 2009, this memo serves as written notification to you that Library management thoroughly investigated and then subsequently responded with discipline for the employee that the investigation showed had made inappropriate comments in the work place about you.

*NORMAL STATEMENT MADE ON EVERYTHING*

The comments made were inappropriate and even though they were not made directly to you, Library management took them seriously and after a thorough investigation took an appropriate disciplinary action. Additionally this employee was warned that no retaliation will be tolerated and that any retaliatory actions would result in further discipline.

Lastly, the employee was required to participate in a mandatory training session regarding handling anger/conflict and disagreements at work, prior to returning.

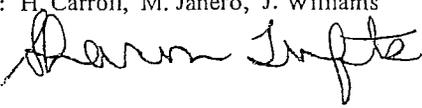
Should you take other actions regarding this matter and CPL management needs to be involved, please inform your department managers ASAP.

*DID NOT DO THIS TILL AFTER THEY FOUND OUT I HAD CONFRONTED THE SITUATION AND HAD A COMPLAINT WITH THE POLICE*

C: M. Janero, J. Williams, Teamsters-244

*DUCKS HAD NOT BEEN DISCIPLINED FOR 3 WEEKS SCHEDULE SHOWS HE WORKED*

# Memorandum

To: Laverna Blasee, Security Guard I      C: H. Carroll, M. Janero, J. Williams  
From: Sharon Tufts, Head of Human Resources   
Date: 02/24/06  
Re: Use of Inappropriate Language

---

Ms. Blasee,

I received your January 18, 2006 amended complaint that alleged Michael Janero used inappropriate language towards you in a meeting. You also mentioned some unspecified name calling, also allegedly done by him. You responded to my request for clarification of your complaint on February 1, 2006. The investigation was delayed for a time until Chief Janero returned from vacation. Human Resources' thorough investigation into this matter has now been completed.

Your complaint was taken very seriously. The investigation found that Michael Janero did use inappropriate language in a telephone conversation with you on January 12, 2006. You have asked for an apology in writing from Janero and that apology is attached to this correspondence.

This investigation found no evidence of Janero doing any name-calling directed at you, for at least 10 years. Your follow-up statement of clarification noted that you made a report regarding name-calling that was investigated at that time, over ten (10) years ago, by the former Head of HR, Joan Brown. There was nothing to indicate there has been any repetition by Chief Janero of anything that would be considered name-calling, since that time.

A point of clarification regarding making a statement may be of assistance for your reference. It is best to separate current events (and the facts that relate to those current events) from past unrelated events when making a report that requires investigation. This improves a report's clarity.

Thank you for bringing this situation to Human Resources' attention and allowing us to facilitate an apology from Mr. Janero. The Library does not condone the use of inappropriate language in the workplace.



® 1993

12

# City, County and Waste Paper Drivers Teamsters Local Union No. 244

Affiliated with the International Brotherhood of Teamsters

2800 EUCLID AVENUE, SUITE 100, CLEVELAND, OHIO 44115

Phone: (216) 344-9909 • FAX: (216) 344-9476

Email: teamsters244@sbcglobal.net

May 18, 2011

Sharon Tufts, HR Administrator  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

RE: Mary Colston  
Article 4 - Union Representation  
Article 27 – Personnel File

Dear Ms. Tufts:

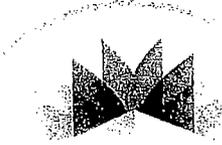
Teamsters Local 244 is not satisfied with the response that we received regarding the above referenced grievance. As a result, the Union will submit the grievance to Arbitration.

If you have any questions please call 216-344-9909.

Sincerely,

Jarrell B. Williams  
President/Business Agent

Has yet to be resolved  
No Information Heard since



## CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

April 8, 11 at 10:30 am Meeting w/ Halton Thomas  
brief but reported environment had returned to hostile  
he narrowed it down to be patient he has some changes  
taking place in near future like by June, and  
was informed today by supervisor that he reported  
to Mr. Thomas all the improper ways I was being treated  
personally & he as well reported to me Mr. Abrams  
made a comment to Officer Toben asking about my  
inquiry about checking the stacks at closing &  
Mr. Abrams told Toben "Fuck her" this information  
was also made known to the director Ms. Tufts was  
to sit in on this meeting but she just so happened to  
have been tied up so my meeting wasn't capable of being  
discussed & the problems I'm having weren't specifically  
made known another meeting was offered by the  
Director w/ Tufts at a later date and I requested a  
copy of the corrective actions

ORIENTATION  
DATE

12/17/09  
0849  
FR6

CLEVELAND PUBLIC LIBRARY  
SECURITY OPERATIONS

TO: MICHAEL A. JANERO,  
FROM: MARY COLSTON  
SUBJECT: REQUEST FOR TIME OFF  
DATE: DEC. 17, 09  
SIR:

I RESPECTFULLY REQUEST THE FOLLOWING

VACATION DAY(S)  
 OTHER (EXPLAIN)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MARY -  
PLEASE SIGN -  
ORIGINAL WAS ACCIDENTLY  
SHREDDDED - NOTE - IF  
PUT THE TIME + DATE YOU GAVE  
IT TO ME UP IS THE RIGHT - HARD  
CONVEN - ALL OTHER INFO EXACTLY  
AS SUBMITTED

FROM: MONDAY, DEC. 28, 09 0000 - 0830 TO: \_\_\_\_\_  
DATE(S) OFF DATE RETURNING

DATE SUBMITTED: DEC. 17, 09 24 HOURS NOTICE REQUIRED

RESPECTFULLY: \_\_\_\_\_  
(SIGNED)

BY: M. Abramo APPROVED \_\_\_\_\_ NOT APPROVED X  
SUPERVISOR

COMMENTS: May switch with another officer without  
causing overtime

BY: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_  
Michael A. Janero  
Chief of Security Operations

TIMEOFF FRM081006

the absence of "sexual overtones." *McKinney v. Dole*, 765 F.2d 1129 (D.C. App. 1985). In another case, the employer tried to defend a hostile work environment harassment charge by claiming that males as well as females were offended by sexual horseplay. The court rejected that defense, however, finding that the nature of the conduct clearly indicated that it was directed toward females. *Spencer v. General Electric Company*, 697 F. Supp. 204 (E.D. Va. 1988), *aff'd*, 894 F.2d 651 (4th Cir. 1988).

The point is that it is difficult to predict how a court case will come out in these hostile environment situations. Therefore, it appears that the only safe course is to avoid sexually oriented or otherwise gender-directed demeaning behavior in the workplace.

e. Types of Conduct

Some examples of the types of conduct that can create a hostile work environment are listed below. Included here are examples of conduct that create a sexually hostile environment as well as a hostile environment based on some other protected classes.

Verbal Harassment

Jokes (You Don't Have Your Man Trained)

- Telling offensive jokes.
- Taunting co-workers or employees.
- Mimicking someone's speech or accent.

Singling out an employee or co-worker as the object of jokes.

Engaging in sexually-oriented teasing or joking. (Friend posed in Playboy & Relationships w/ 5 other women looked at job. Don't let Mary C talk. What is my nationality?)

Subtle Pressure for Sexual Activity

Stereotypes

Making remarks that perpetuate stereotypes and myths about a protected group. (Be careful around Mary you will see what she's like)

Denigration

Directing slurs, epithets, insults and derogatory comments toward an individual and/or that person's protected group. (Niggers, Troublemaker, Stupid, Asshole)

Using vulgar, abusive, demeaning language. (Fuckers, Idiots)

Making sexual innuendos. (Rockies, Incompetent, Losers)

Proselytizing

- Imposing religious views on others. (AAA)
- Requiring or encouraging employees to attend meetings that are, in part, religious.

Name Calling

- Referring to an employee or coworker by derogatory names. (Losers)

Handwritten notes: "You might take me somewhere and do something to me." "Tight pants" "I can't wait to get you in the gym" "Didn't order me pants for a month w/ me requesting better" "REBA could show Tobin how to do it and make him into a man"

Handwritten notes: "Everybody is okay its just Mary only one complaining our department is a hostile workplace" "Tell her fuck you your not my boss" "Security observation suggested" "Making insults about religion"

1st Investigation Favor  
GAVE APPROVAL FOR SOME ABC TO  
BE OFF AND NOT BRING MEDICAL SLIP  
I WASNT MADE PART OF ANOTHER GROUP

10th place  
BECAUSE THEY WERE TIRED OF ME AND HE WASNT  
WORRIED ABOUT LOSING HIS JOB BASICALLY BECAUSE HR FEELS  
HAD BEEN COVERING UP WHAT HE WAS DOING TO PEOPLE  
AFTER 2ND INVESTIGATION SHE SO CALLED RETIRED ANOTHER  
FORCED RESIGNATION

Affording titles of respect to some but not all employees or coworkers.

Exhibiting abrasive conduct toward only some employees.

Making an employee look like a poor worker.

BAD EVALUATIONS / NEVER OFFERED  
ON

Threats

Called At Home To See If At other Job  
better NOT TAKE OFF, forced to change  
Doctor Appt.

EVERYTHING WAS BETTER BEFORE A COM  
Making verbal threats. I WOULDNT SPEAK TO INVESTIGATOR

Making harassing telephone calls.

Intimidating employees or co-workers. Be CAREFUL who u talk TO  
WERE LIKE FAMILY

ii. Nonverbal

Visual Displays  
I GOT LAYED OFF FOLLOWING THE FORCED RESIGNATION OF JENERO  
SHE GONE BE ON THE OUTSIDE TOOLBOX IN  
WERE GETTING RID OF TWO TROUBLEMAKERS  
LOSS MY MEDICAL, HOLD ON MONEY OF PERS  
THAT LOOKED LIKE  
RISK TAKER

Supervisor/Reported  
You WANNA TOUCH MY BIG BOOTY  
Reported / MADE JOKES ABOUT ME  
PORNOGRAPHIC MAGAZINES  
FOUND & REPORTED IN WORKPLACE  
AREA

Displaying pornographic or sexually suggestive materials, lewd  
photographs or cartoons, derogatory photographs, cartoons,  
pictures, posters or objects, graffiti on walls or desks or other  
graphic materials in a common area.

Gotta watch you you may take me  
SOMEWHERE AND TRY TO DO SOMETHING  
TO ME

Sexually-oriented gestures or "leering." ILLEGAL SURVEILLANCE  
You gotta watch your fig

1st Investigation Done by  
COUSIN OF HR STAFF WORKER  
NO CORRECTIVE ACTIONS GIVEN FOR LYR

Stalking, following a person, staring. WATCHING ME ON CAMERA  
KNEW I WAS WEARING A BLACK JACKET WHEN WE WERE CLOSED  
COMMENTED ON MY TIGHTS PARTS I WEAR OFF DUTY, TOLD THEY CAN  
WATCH FROM CAMERAS  
AT HOME

Subjecting an employee or co-workers to ridicule

Subjecting everyone to pranks that have a discriminatory effect  
or meaning for some individuals in protected groups.

FORCED EVERYONE NOT TO TAKE  
MIDNIGHT SHIFT SO I WOULD HAVE  
TO BE ON SHIFT AND IT WAS TO  
PLACE ME OUT OF SIGHT AS THE FEMALE  
(MADE ME LEAVE 10 MINUTES LATE FROM TIME OFF)  
FALSE IMPRISONMENT

Touching

Touching the intimate or nonintimate body areas of an  
employee or a co-worker.

Physical contact such as patting, pinching, or brushing against  
another's body. MY BREAST ONCE

HUGGED ME VOLUNTARILY ON MY B-DAY  
MARCH 20TH IN OFFICE AREA

SEGREGATION

SEDED BLADDER MEDICATION WORKING A  
DOUBLE TOLD BASICALLY TOO BAD SUFFER  
REFUSING UNION REPRESENTATION 2 TIMES  
KEPT FROM DOCTOR APPT W/ SOB THREATENED OF  
INSUBORDINATION  
TARGETING ME ON CAMERA FOR INVESTIGATION THAT  
WAS COMPLETED

Ostracizing, excluding, refusing to support an employee.

Blocking access to an employee. EMPLOYEE EMAIL

Excessively monitoring performance of only some employees

Physical restraint, such as blocking a doorway.

SABOTAGE

HAD ME WRITE A STATEMENT  
HAT CREATED A HOSTILE ENVIRONMENT  
BETWEEN ME AND ANOTHER CO WORKER  
EMPLOYEE THREATENED TO DO PHYSICAL HARM  
HE WAS LEFT ON SCHEDULE OTHERS TOLD NOT  
TO TELL ME EVEN PUNCHED THE WALL AND  
BOSS LIED STRAIGHT OUT AND PICTURES  
WERE TAKEN, HR WAS AWARE AND DID  
NOTHING FOR 3 WKS. AND LEFT ME  
CHANGING SHIFTS ALONE

Sabotaging the work of specific co-workers or employees.

Physically assaulting, abusing or threatening specific employees or co-workers.

HE THREATENED ALL WHO STABBED HIM IN HIS BACK  
TO FUCK THEM UP WHO SPOKE AGAINST HIM IN  
THE INVESTIGATION WHILE LOOKING INVESTIG.  
PENDING CARRYING A FIREARM

Remember that the conduct need not be directed specifically at any one person to constitute hostile environment harassment. For example, if a group of male employees frequently makes sexual remarks, jokes, or gestures in the presence of female employees, that conduct may make the work atmosphere intimidating or threatening for the female employees within hearing distance.

f. **Summary of Definition**

In summary, the following is the present, generally accepted definition of sexual harassment.

*Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where: 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

Recognizing sexual harassment is the key to successfully managing sexual harassment complaints. Unfortunately, there is not total clarity about what is and what is not sexual harassment. Here are some "rules of thumb" that can help you in evaluating whether behavior is or is not sexual harassment.

- . How would you feel if someone behaved that way toward someone you loved such as your spouse, child or parent?
- . Would you be embarrassed so see your remarks or behavior in the newspaper or on TV or the radio and attributed to you?
- . Would you be embarrassed to have your behavior described to your family?
- . Would you say the remarks in front of, or to, your spouse, parent or child?

g. **Constructive Discharge**

If an employee can prove that the harassment made working conditions so intolerable, that the <sup>Bosser</sup> employee was forced to resign, the employee can bring a claim for "constructive discharge." This type of claim is appropriate where the conditions were so offensive that any reasonable person in the <sup>Bosser</sup> employee's position would have felt compelled to resign. It is raised often in sexual harassment cases where the <sup>Bosser</sup> employee is no longer working for the employer.

v. *Pizza Hut of America Inc.*, 99 F.3d 138 (4<sup>th</sup> Cir. 1996).) However, on March 25, 1997, a Cuyahoga County jury awarded a \$1.65 million verdict on a same-sex harassment case involving no touching and where both men are heterosexual. *Haupel v. Hord and Food Ingredient Specialties, Inc.* Presumably, the recent U.S. Supreme Court decision in *Oncale* has resolved this issue.

**D. Subtle Sexual Harassment**

The scope of sexual harassment cases is changing with a trend toward an expanded view of what types of behavior can constitute sexual harassment. Subtle kinds of behavior, such as office rumor and gossip, can form the basis of a sexual harassment claim in some circumstances.

A recent example is *Spain v. EEOC*, 65 FEP Cas. (BNA) 141 (3d Cir. 1994), in which an EEOC investigator sued the agency for alleged sexual harassment based on rumors. Ellen Spain was a white female investigator for the Pittsburgh office of the EEOC. She had filed an internal complaint stating that her supervisor, Eugene Nelson, historically passed her over for promotions in favor of less qualified black males. Nelson apparently persuaded Spain not to proceed with her complaint by promising that she would get the next available promotion on one condition — that she agree to loan him money from time to time. Spain claimed that she acquiesced to the demand for loans out of intimidation. Spain received the next promotion, and Nelson began demanding loans every four to eight weeks for the next several years. The crux of Spain's sexual harassment complaint was that, over the years, rumors developed in the Pittsburgh office that Spain and Nelson were having an affair. His frequent demands for loans and the improper nature of the solicitation led other employees to see them often together privately in his office, the cafeteria, or leaving the office.

Spain learned of the rumors through casual conversations with coworkers and asked Nelson to put a stop to them. He did nothing. Her coworkers kept their distance from her because they feared that, because of her presumed relationship with Nelson, she could cause problems for them. Finally Spain told Nelson she would no longer lend him any money. When Nelson began exhibiting retaliatory behavior by blocking a promotion Spain sought, she filed suit for hostile environment sexual harassment. The district court granted summary judgment in favor of the EEOC but the Third Circuit reversed, finding that Spain's allegations were sufficient to preclude summary judgment on a claim of hostile environment sexual harassment.

The court found that the conduct was based on sex; in view of the stereotypes regarding the relationship between the advancement of women in the workplace and their sexual behavior, Spain suffered the alleged effects because she was a woman. Moreover, the conduct was of a

AND STILL TAKING HER TO LUNCH EVEN AFTER HE RESIGNED  
FIRED HER & BROUGHT BACK AND LATER GOT 2.00 RAISE  
TAKING OTHER WHITE FEMALE WORKER TO LUNCH WHEN WIFE WAS AT WORK PROMISED HER A PROMOTION SHE WAS ALWAYS IN HIS OFFICE & SEEN GIVING HIM A MESSAGE  
AND BOSSES DETERMINATION OF CHARACTER

TOP WOMEN WERE NOT WELCOMED IN OUR DEPARTMENT

ASKED ME TO RECALL  
NEXT TIME I HAVE TO  
GET WRITTEN UP SO I CAN  
GET A GOOD REFERENCE

Definitely Me

- fear of being misunderstood or getting a bad reputation among coworkers;
- fear of being branded a "troublemaker"; and
- a desire to protect one's family and job.

While victims need to speak up when they find sexual attention unwelcome, it is important for the employer (through the setting and enforcing of policies) to create and maintain an environment that does not tolerate offensive behavior.

**Myth #7: Sexual harassment is so pervasive that it is just a "fact of life" that people may as well get used to.**

It is true that sexual harassment is widespread, but as with any form of abuse, employers must take action to stop it, not simply accept it. As will be noted in more detail below, sexual harassment is not something that victims "become accustomed to." Its effects can be devastating, both on the victim directly and on the employer indirectly.

Employees, men in particular, need to be reeducated about what kind of behavior is appropriate. Targets of sexual advances and other objectionable behavior need to learn how to communicate their objections. Stopping sexual harassment is everyone's responsibility — including the employer itself.

**Myth #8: If women want to be "equal" to men on the job, they can't expect special treatment.**

The fact is that women are not looking for special treatment, only the same decent treatment that men expect for themselves. With regard to the use of profane language, one judge uses the "stub-your-toe" test: if you stubbed your toe, would you automatically yell out the words that you are using in the workplace?

**Myth #9: Cracking down on sexual harassment takes all the "fun" out of the workplace.**

Antiharassment policies are not aimed at stifling all friendly, mutually enjoyable interactions among coworkers. Their purpose is to prevent repeated, unwelcome, offensive interactions. Most "romantic" encounters do not constitute sexual harassment, and most sexual harassment has nothing to do with romance.

Sexual harassment can occur between a man in a position of authority over a woman, a woman in a position of authority over a male, between coworkers, or between people of the same sex. However, the vast majority (90 percent) of sexual harassment involves harassment

DIDNT DO ANYTHING  
ENOUGH  
SHE CONTINUED  
AND WHEN I  
WENT TO  
REPORT IT I  
KEPT  
BEING PUT OFF 3X  
AND WHEN FINALLY GIVEN  
TIME WAS TOLD I HAD  
ABOUT 20-30 MIN

of women by men. The reason is that women normally occupy less powerful positions than men in the workplace. Contrary to what some people think, the "goal" of sexual harassment is not romance or sexual pleasure, but domination of another. It is really all about power.

Notwithstanding the difference between romance and harassment, some employers recognize that romantic relationships between managers and their subordinates are inherently dangerous because one party has economic power over the other. Thus, some employers prohibit such relationships as a way to prevent problems from arising.

**Myth #10** All the recent attention given to sexual harassment will only increase the number of charges by causing women to imagine harassment where none exists.

If all the recent attention leads to an increase in the number of sexual harassment reports, it will be due to the education and empowerment of victims regarding their right to speak up about legitimate, not imagined, offenses.

In the long run, however, heightened awareness of sexual harassment issues will lessen the incidence of harassment. Those who were ignorant of the negative effect of their behavior will learn what is appropriate on the job and what is not. In addition, the increased attention will prompt employers to adopt and enforce antiharassment policies that create a working environment in which harassment is not tolerated.

#### B. Mistakes

Sexual harassment complaints are laden with emotional reactions that could hinder taking action. Your role in handling such complaints is clear and is discussed in detail elsewhere. It is that you must take immediate and appropriate action. Here are a few common mistakes that managers make in handling sexual harassment concerns:

- Director Asked ME  
if Good Management
- ▶ Resenting the complaint, or seeing it as a nuisance.  
Taking it personally.
  - ▶ Trying to dissuade an employee from seeing it as a sexual harassment matter.  
("Oh, come on, that's just the way he is.")
  - ▶ Telling the complainant not to let the offensive conduct bother her. ("If you're going to be out here in the world of work, you have to learn to deal with this type of behavior.")
  - ▶ Telling the complainant that dealing with the complaint may cause embarrassment, hurt her career or reputation or cause other harm.

CLEVELAND PUBLIC LIBRARY  
SAFETY & PROTECTIVE SERVICES

\* TOOK TOO GRANTED in my  
a gentlemen.

\* I DID Tell my Union Steward I  
DIDNT STATE WHAT WAS SAID I  
STATED UNION Steward Southern

COUNSELING MEMORANDUM

To: Mary J. Colston  
From: T. Goergen  
CC: C. Flak, M. Scruggs, Human Resources  
Date: 03/22/2012  
SUBJECT: JOB DUTIES

I HAD NOT MADE A SPECIFIC  
STATEMENT REGARDING MY LAW  
SUIT I STATED HE NEEDS TO  
BE CAREFUL W/ HOW HE TREATS  
PEOPLE OR HE COULD FIND HIMSELF  
CREATING A HOSTILE WORK ENVIR-  
MENT //

NOT JUST ME BUT W/  
OTHERS AS WELL

On March 9, 2012, you were directed by Safety & Protective Services Supervisor Frank Nunez to pump fuel into branch patrol vehicle. You refused to do so. Pumping fuel into a library vehicle, when requested, is part of your job responsibilities. Refusal to follow a directive from a supervisor in connection with your work duties is acting in an insubordinate manner. Your response to this directive, that you are a lady and a man should pump the gas, was inappropriate.

This counseling memorandum is being issued to you in order to memorialize the meeting on March 12, 2012 with you, Christopher Flak, Myron Scruggs, and me when we discussed the incident.

Following the directives of a supervisor is a requirement of your position. If you fail to follow the directives of any Safety & Protective Services supervisor, you could be subject to disciplinary action.

You are also advised that the statement you made to me on March 9, 2012 that Frank Nunez may become a defendant in your pending lawsuit if he is not careful is also inappropriate.

I DIDNT SAY  
THIS

I have read this document. My signature does not necessarily indicate agreement with the document's content.

Employee: Mary J. Colston Date: 3-22-12

Supervisor: T. Goergen Date: 03/22/2012

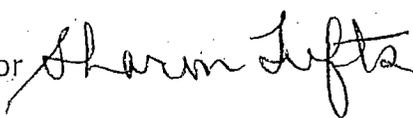
Myron Scruggs 3/22/12  
Chris Flak 3/22/12  
C. Flak 03/22/2012

# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** S/Officer Mary Colston  
**From:** Sharon Tufts, HR Administrator  
**Subject:** My Email  
**Date:** November 10, 2009



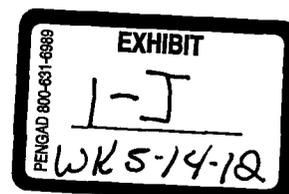
In a conversation you had with the Director's Assistant, Mr. Diamond, on November 4<sup>th</sup> he told me that you showed him a copy of an email that was addressed to me from one of the Library's attorneys, Ellen Toth of Ogletree Deakins.

It is not appropriate that you have the email. It was not addressed to you and you were not copied as a recipient on the email. I was the addressee and as the HR Administrator represent Ogletree Deakins' client. That email is covered by the attorney/client, work product privilege, which means the communication is confidential between an attorney and his/her client, and should not be shared with non-clients.

Therefore you **must return all copies** of this email that you have in your possession. You must return them to me on Thursday, November 12, 2009 at 9:15 am in Human Resources. At that time an investigatory meeting will be conducted where you may have union representation present to discuss how you came into possession of this confidential, attorney/client privileged email.

C: M. Janero, M. Abrams, T. Diamond

My Email



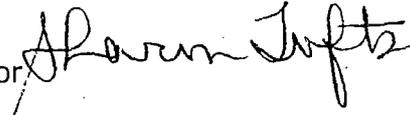
COLSTON 5-6-12 000214

# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** S/O Mary Colston, Security Operations  
**From:** Sharon Tufts, Human Resources Administrator  
**Subject:** Disciplinary Suspension  
**Date:** November 25, 2009



=====  
It came to my attention that you were in possession of a confidential "attorney-client privileged" email addressed to me from CPL attorney Ellen Toth. I held an investigatory meeting on November 12, 2009 to discuss this matter with you where Joe Stefanos was present as the Teamsters 244 union steward.

In that meeting you returned one copy of the confidential email addressed to me and indicated that one copy was all that you had. In that meeting you said something to the effect that my confidential email had "just shown up, without an envelope" in your mailbox in the Security department. You also said that you kept my email for approximately 3 weeks before showing it to the Director's Assistant Timothy Diamond on November 4<sup>th</sup>. You said that someone, other than yourself, had taken my confidential email and put it in your mailbox on or around September 28, 2009. You said that in the 3 weeks that you kept the email addressed to me from attorney Toth that you did not think to return it to me, that "the email was yours for the moment until you decided to give it up." You also said that whoever gave you my confidential email thought there was possibly something incriminating against CPL in the email and you were trying to figure out what that might be. You also said that the Library's withholding of information on another employee's inappropriate comments about you for 3 weeks was a reason that you kept my confidential email for 3 weeks.

Keeping an email addressed to me on which you are not copied for 3 weeks and also showing it to someone else was a breach of my confidentiality and demonstrates poor judgment and poor work performance. This is unacceptable workplace behavior especially for a Security Officer. The overall job purpose for a Security Officer, as stated on the job description, includes the requirement to "protect and secure all Library assets." CPL's Security Officers are held to a higher standard because as a routine part of your job duties you have access to items and/or information of a sensitive nature. You said you had never before received an item in your mailbox that wasn't addressed to you prior to getting my confidential email. If that was the case you should have quickly turned it in rather than delaying for 3 weeks. The Library's lost and found procedure on which all Security Officers were trained is found in the CPL Procedure

All Supervisors/Managers

Page 2

11/25/2009

Manual, K.103. Lost items are noted on the lost & found form and then turned in to the Security Office or a Security Officer. Additionally Security Operations' General Orders, item #24 indicates that "Security officers finding personal property **of any type** must complete a lost & found report and convey the item to the Security Office ASAP." (CPL Procedure and Security General Orders attached.)

Even though you claimed not to be aware of the "attorney client privilege" you could clearly see that the email copy was addressed to me and not to you. You also could see that you were not copied on the email and since you did not send the email, you had no right to have it in your possession.

It is also inappropriate for you to have read, kept and showed my email to others because it addressed the possibility of a medical examination for another Library employee. It is never proper for an employee to gain access to medical information about another person.

Therefore in accordance with Human Resources Manual section 234 you are suspended for 3 days on December 2, 3 and 4, 2009. You should return on December 5th for your regular shift. You must make an immediate improvement in your work performance and maintain it at a satisfactory level or the next discipline could result in your termination.

ATTACH.

CPL Procedure, K. 103

Security General Orders

C: M. Janero, Chief Security Operations

HR File

J. Williams, President Teamsters, Local 244

# CLEVELAND PUBLIC LIBRARY 48

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: **NOVEMBER/DECEMBER**

WEEK OF: **29 TH TO 05 TH**

DATE: November 10, 2009

DATE	29	30	01	02	03	04	05
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS	VAC	VAC	VAC	VAC	VAC	VAC	VAC
GARRETT		<del>0830-1730</del>	0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
BRENNAN MP1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
NUNEZ MP 2		<del>1200-2030</del> SICK	<del>1200-2030</del> SICK	1000-1830	1200-2030	1000-1830	
WASHINGTON 3		1200-2030	1200-2030	1000-1830	<del>1200-2030</del> SICK	1000-1830	
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030 SENIOR OFFICER	1200-2030 SENIOR OFFICER	1000-1830	1200-2030	1000-1830	
3 DOWDIN		1200-2030	1200-2030	1000-1830	1200-2030 SENIOR OFFICER	1000-1830	
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730	<del>0900-1730</del> VAC	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 COLSTON		0000-0830	0000-0830	SUSPENDED <del>0000-0830</del> #10	SUSPENDED <del>0000-0830</del> #10	SUSPENDED <del>0000-0830</del> #10	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700 SICK	0945-1815 SICK	<del>0945-1815</del> SICK			0945-1815 SICK	0830-1700 SICK
10 ROBERTS	1530-2400			0945-1815 <del>0000-0830</del>	0945-1815 <del>0000-0830</del>	0945-1815 <del>0000-0830</del>	1530-2400
11 TOBIN	<del>0000-0830</del>	0945-1815 VAC	0945-1815 VAC	0945-1815 VAC			0000-0830
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL	<del>0830-1700</del>	0830-1700		0945-1815	0945-1815	0945-1815	<del>0945-1815</del> 0830-1700
14							
15 SLBSINGER	<del>0945-1815</del> SICK	0945-1815	0945-1815		0945-1815 <del>0900-1730</del>	0945-1815 SICK	<del>0945-1815</del> SICK
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17 DYCKS	VAC	VAC	VAC	VAC	VAC	VAC	VAC
18 HALASKA		0900-1730		0900-1730	0900-1730	0900-1730	0900-1730 MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		3	4	4	4	5	3
Total working							

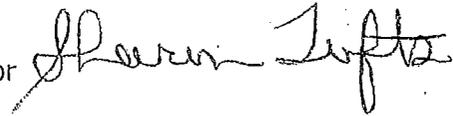
**SCHEDULE IS SUBJECT TO CHANGE**

**Interoffice**

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** S/O Mary Colston, Security Operations  
**From:** Sharon Tufts, Human Resources Administrator  
**Subject:** Disciplinary Meeting Tuesday 12/1/09  
**Date:** November 30, 2009



=====

Officer Colston please report to the Human Resources Department on Tuesday 12/1/09 at 9am where a disciplinary meeting will be held in my office. Our investigation has been completed and a decision has been reached.

You may bring a union steward, however a union steward is not required to be present at a meeting where the discipline has been decided and the employee is being informed of management's decision.

C: M. Janero, Chief Security Operations

All Supervisors/Managers

Page 2

11/25/2009

Manual, K.103. Lost items are noted on the lost & found form and then turned in to the Security Office or a Security Officer. Additionally Security Operations' General Orders, item #24 indicates that "Security officers finding personal property **of any type** must complete a lost & found report and convey the item to the Security Office ASAP." (CPL Procedure and Security General Orders attached.)

Even though you claimed not to be aware of the "attorney client privilege" you could clearly see that the email copy was addressed to me and not to you. You also could see that you were not copied on the email and since you did not send the email, you had no right to have it in your possession.

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Therefore in accordance with Human Resources Manual section 234 you are suspended for 3 days on December 2, 3 and 4, 2009. You should return on December 5th for your regular shift. You must make an immediate improvement in your work performance and maintain it at a satisfactory level or the next discipline could result in your termination.

ATTACH.

CPL Procedure, K. 103

Security General Orders

C: M. Janero, Chief Security Operations

HR File

J. Williams, President Teamsters, Local 244

# CLEVELAND PUBLIC LIBRARY

## SECURITY OPERATIONS

### GENERAL ORDERS

#### UNIFORMS

1. All security officers must report for duty in the proper uniform of the day as provided by the Library, and on time. Uniforms will be cleaned, pressed, and kept in good repair. Shoes must be clean and polished. Males must be clean shaven.
2. As provided by the labor agreement, from June 1 through August 30 of each year security officers will wear short sleeved uniform shirts. The remainder of the year, long sleeve shirts will be worn with ties.
3. Security officers are responsible for maintaining their issued uniforms and any issued equipment so as to present the best possible appearance. The Library provides uniform cleaning service which security officers may utilize.
4. Badges and identification cards must be worn at all times when in uniform and security officers must identify themselves to any person who may request it.

#### REPORTING FOR DUTY:

5. Each security officer is responsible for knowing his own, correct, starting time and post assignment.
6. The officer must report on duty to his supervisor whenever the supervisor is on duty. In the event that no supervisor is working, the security officer will assume his duties as scheduled.
7. In case of illness, the security officer must notify a supervisor as soon as the security officer becomes aware that he will not be able to report as scheduled. In the event that no supervisor is available, the security officer will notify the security officer on duty at the Main Library Complex and also notify the next available on duty supervisor as soon as possible.
8. Requests for time off must be made in writing, on the proper form, at least 24 hours in advance.
9. Security officers will confer with the officer that is being relieved to learn of all important business that occurred during the previous tour of duty and of all unfinished business requiring additional action.

appropriate safety measures to guard against injury to patrons and staff and damage to Library property.

23. Security officers will accept every complaint made to them and take appropriate action.

24. Security officers finding personal property of any type must complete a form 149, "Lost and Found Report" and convey the property to the Security Office as soon as possible. Security officers will not accept property from other Library staff without a form 149.

#### **MAIL**

25. Mail slots are provided for each security officer in the Security Office. Security officers are responsible for checking and removing mail from their own mail slot every working day. Mail slots are for Library business and are not to be used for storage.

#### **TIME**

26. The Security Operations Department uses a 24 hour clock in all official business both verbal and written.

#### **RESPONSIBILITIES**

27. Security officers are required to maintain in good order and up to date, the issued copy of the *Procedures Manual* of the Security Operations Department. The manual must be made available for inspection upon request of a security supervisor.

28. Security officers will read the weekly *Staff* newsletter and familiarize themselves with the contents.

29. Security officers will immediately notify the Chief of Security Operations and the Human Resources Department of any change in address or telephone number by completing and submitting to the officer's immediate supervisor two copies of the Cleveland Public Library "Employee's Directory Card" (Form 096 Rev.7/85.)

30. Security officers are responsible for the proper care, maintenance, and safekeeping of all Cleveland Public Library equipment and property issued to them and will immediately report in writing the loss, theft, or damage of any Cleveland Public Library equipment or property issued to them or entrusted to their care. Security officers will reimburse the Cleveland Public Library within thirty days of the loss or damage of any property or equipment issued to them.

#### **REPORTS**

31. Security officers and security supervisors will investigate all reports of irregularities affecting the operation of the Cleveland Public Library including suspected criminal

**CLEVELAND PUBLIC LIBRARY  
LOST AND FOUND REPORT**

*All articles are sent with this form to the Security Office.*

DATE: \_\_\_\_\_ AGENCY: \_\_\_\_\_

Description \_\_\_\_\_

If money (cash, check, etc.), specify amount: \$ \_\_\_\_\_

Where found: \_\_\_\_\_

Found by: \_\_\_\_\_

**TO BE COMPLETED IF ITEM IS CLAIMED**

Claimant's signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date Claimed \_\_\_\_\_ Staff: \_\_\_\_\_

Remarks: \_\_\_\_\_

149 Rev. 5/81

**K102.4E - K103B3  
Building Regulations  
Lost and Found**

- E. Closing.
1. It is the responsibility of each agency to turn off lights and other electrical equipment before leaving.
  2. Staff is not permitted to remain in the building after closing without administrative approval.
  3. Agency heads notify Security if staff will be working beyond closing hours.
- F. Staff should enter and exit the facility using the lobby. The loading dock is not to be used for a staff entrance or exit.

**K103 Lost and Found**

- A. For money, checks, money orders, etc. found at Main Library or at branches, staff complete Form 149 (Lost and Found Report). Forward form along with money to the Security Office.

**NOTE:** If no one has claimed funds within sixty (60) days, Security forwards unclaimed funds to Accounting.

- B. Articles left in building.

1. **Main Library:** Staff complete Form 149 (Lost and Found Report) and return form along with articles to the Security Office.

2. **Branches.**

- a. Staff complete Form 149, attach to article and retain items for one month.

**NOTE:** If items are claimed, complete Form 149 and have the claimant sign lower portion, and keep form on file for one month.

- b. After one month, discard unclaimed items of no value.

- c. Forward any remaining articles along with Form 149 to the Security Office.

3. Security stores items for one (1) month. After one month, all unclaimed articles of clothing, umbrellas, etc. are delivered to Goodwill; items of value become the property of the Library.

Revised  
September 1998

COLSTON 5-6-12 000223

11/12 Thursday at 9:15 am hours I had a meeting w/ Ms. Tufts, Mel Abrams, Joe Stefanos regarding an email that was placed in my mailbox by who I don't know but it was regarding things involving the threat Pyets made to me and what discipline he was to receive. It was in the open not enveloped I retrieved it along with my other mail that was in my box regarding Mr. Pyets. I kept this Email and attached it to my other documents regarding Pyets. When I was able to get my appointment that I requested w/ Mr. Diamond I brought my paperwork of quite a bit of things I wanted to share with him, he was shown the Email and he read it and later shared w/ Ms. Tufts that I had it and she two days or so left me two letters request ing to retrieve her Email & all copies the next day 11/14/09 which I did bring in our meeting I informed her right off the rip I did not know who left this Email in my box and she indicated because it wasn't addressed to me I should have returned it to her or my supervisor. I informed her it being in my mailbox I really didn't think much about it and informed her I didn't show any one or discuss what was on it with anyone. I just added to all my other documents and when I had my meeting with Mr. Diamond I shared with him that Email along with other documentations I had. Ms. Abrams ask me with me being in security why didn't I think to return it seeing that it wasn't mine and I stated I felt it was mine it was in my mailbox, I didn't take it or ask for it I really didn't think much about it, it didn't seem to have anything special that it was stating

Mr. Abrams then went on to say if that was a check with Mr. Tufts on it would you have kept it, I stated it wasn't a check and no I wouldn't keep it because I'm not a thief, and I didn't find or take the e-mail, it was placed in my box, I stated why are you all making it seem as though I did something wrong Mr. Abrams had asked Mr. Tufts about the date she placed her notes of intentions for Dick's discipline in my box because they can look at the tapes to possibly identify who put it in my box, so with that being said I stated you all should be upset with who ever got access and placed it in my box, I stated I don't feel I did anything wrong then Mr. Tufts stated are you aware it was inappropriate for you to have kept this, my confidentiality has been invaded and your right who ever put this in your box will be basically disciplinary, I told them if I thought it held water I would not have allowed Mr. Diamond to see it I would have kept him unaware I'm the one that brought it to his attention basically informing him I didn't know what it was purposed for but Mr. Tufts started looking at me with anger in her eyes and tone reiterating it wasn't mine and it wasn't addressed to me and I kept it for 3 weeks and Joe kept saying I should have given it back because my name wasn't on it I stated to him several times I hear what your saying but if it was in my box and I just added it to all my other documents then I had not thought about it and when Mr. Tufts asked for it I made it readily available and apologized for not mentioning sooner that I had received it but the longer

they all began to bash me I became upset because I couldn't understand why they were all ganging up on me and I was the one that at least made it aware that I had it and was willing to give it back but because Mrs. Tufts became so angry I did state that maybe it was something that was incriminating she stated you read it and I stated yes and I don't or didn't see anything that was to any value that's why I didn't make a big fuss and just held on to it with the other papers she left in my box they tried to indicate my name was on it and I stated my name was on it mentioned several times and it was regarding the 9 Pyck's so why would I think it went for me to have I explained I don't even involve myself with the s. I don't read and I could not have retrieved how so why are you all treating me like it's my fault someone else placed it in my box I didn't look at it as if it was a mistake and she stated you kept it for 3 weeks and it wasn't intended for you then I stated I didn't feel I did anything wrong but what about the fact that you all kept documentation of a threat against my life that was intended for me and it was for a month that you all placed a code of silence against me and she became very upset I stated do you all think as much hell as I am going through that I would purposely put myself in more of a worst situation. When I mentioned how they kept information regarding the Threat made against me she stated in anger that's not the same that's different and became very upset and stated this meeting is over and stood up as if she didn't want to discuss

the fact that they all withheld intentionally documentation that involved an officer that made a threat against my life not only did they withhold the information that was reported but kept me on the schedule for a month w/o any discipline for the person that made the threat. Ms. Tufts & Ms. Abrams were taking many notes and the way they were trying to shift blame on me I stated I was tired and ready to go before Ms. Tufts had to get as angry as she did but they all kept reeking me even after I said several times I understand the logic you trying to utilize but that's not going to change the fact that I felt and have stated I didn't feel I did anything wrong I didn't ask for it, take it or utilize it in any way for the purpose of any wrong doing and when it was requested I returned it in its original form and informed how it was retrieved and around the date so that they can review the tapes and question and badge the person or persons that was responsible for this situation once again just like with Puchs I keep being put in situations that is making my work place uncomfortable I'm working nights even when I'm not suppose to be on nights to be out of sight so they can leave me alone and I still get harassed and placed in situations that causes my work environment a psychological & emotional hell then they wonder why I need to be off for being sick the meeting ended I left after getting off at 8:30 AM and being placed thru hell first thing in the morning. I told her at

the beginning of the meeting I called her the day before asking her to call me at 5:00pm she didn't sign out until 8pm so she did get my message but I informed her I wanted to drop off the letter and didn't have no need for a meeting because all I could tell her was it was left in my mailbox and I didn't have no name for all I know technically she could have left it it was in the box along w/ other papers of "m chel" but when I stated that that's when they began to all just start badgering me and I felt intimidated. Once I got home I immediately call Jarrell once again he didn't answer I left him a voicemail asking him to urgently call me and to my surprise no call back.

Mr Abrams once again undermining me a Security Officer when he wanted to insinuate Being a Security Officer if something isn't yours your suppose to turn it in and I stated if it's lost or stolen I do but this was in my mail box so basically I felt it was for me as well stated my being here over a year have never had anything in my box that wasn't for me so why would I think that wasn't for me especially with my name being mentioned all thru it and it regarded a situation I'm involved in. With the anger his traits displayed I know she setting me up for discipline if not going to try + fire me I did state I was ready to go because I see I'm once again being made at fault. This is the day after I spoke to the Director Thomas informing request to speak to

them personally because I go thru consistently  
even when I try not to do anything wrong  
I personally believe they're trying to get me out  
before they have to deal with being expose to  
their own wrongfulness.

# DISCUSS DON'T GIVE UP

Zimbra Collaboration Suite

Wednesday, Sept. 30, 2009 2:41:57 PM

Re: Eugene Dycks

From: Sharon Tufts <sharon.tufts@cpl.org>  
To: ELLEN, Toth <ellen.toth@ogletreedeakins.com>  
Cc: Tom Barnard <tom.barnard@adnss.com>

Ellen & Tom we actually did present the workplace violence & bullying policy to the board & they approved it. It was added to the HR manual in November, 2008. We combined the workplace violence & bullying at that time. We referred to this policy in our discipline with Dycks. We have also used it with other staff since it was enacted. I will share your advice with Director Thomas.

Thru Sharon  
Original Message

From: K. Ellen Toth <Ellen.Toth@ogletreedeakins.com>  
To: SHARON TUFTS <sharon.tufts@cpl.org>  
Cc: THOMAS H. BARNARD <Tom.Barnard@adnss.com>  
Sent: Wed, Sept 30, 2009 1:16:50 PM (GMT-0500) AMERICA (New York)  
Subject: Eugene Dycks

Sharon & I am writing to follow-up on the conversation that you, Tom & I had yesterday w/ regard to the issue of whether to send Eugene Dycks for a fitness-for-duty exam under the 244 contract Article XVII, Section 4. We do not recommend sending Mr. Dycks for a fitness for duty exam. Based on the fact that (1) Mr. Dycks did not make the threat to Mary Colston directly & has never threatened her directly, (2) Mr. Dycks has not had any other issues of violence or threats of violence during his 7-8 years with the library, (3) Ms. Colston did not express fear of Mr. Dycks until she heard about the threat made by Mr. Dycks through a breach of the confidential investigation process and (4) Mrs. Colston worked with Mr. Dycks after he made the <sup>statement</sup> threat & she has not had any issues with him. We do not believe Mr. Dycks has displayed the type of behavior that would necessitate a fitness for duty exam at this time.

Further under these circumstances sending Mr. Dyck's for this might further ignite the situation. Having Mr. Dyck's a 5 day suspension, requiring him to attend Case sessions on managing anger & how to handle disagreements in the workplace & giving him a stern written warning that will be placed in his personnel file is appropriate discipline. Should the police investigation reveal other information or if Ms. Colston obtains a restraining order, we should revisit the issues. Our remaining issue of concern is that Ms. Colston relayed to the library a fear of working alone with Mr. Dyck. She apparently has a half-hour overlap of shifts with him once a week on Sunday mornings from 1200 AM to 1230 AM. Based on the threat made by Mr. Dyck's & the fear expressed by Ms. Colston the library should <sup>re</sup>arrange the schedules so that Ms. Colston is not required to work alone or be supervised in any way by Mr. Dyck's.

I know we drafted a Workplace Violence policy but I do not believe it has ever been presented to the Board. I have attached a copy of the draft that you and I prepared. This is the type of situation in which we could point to the Workplace Violence policy in imposing on employees.

01/30/2009

<http://email.clemnet.org/zimbra/public/frameOpenableHelper.jsp?io=603&async=true>

**CLEVELAND PUBLIC LIBRARY  
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Found by: \_\_\_\_\_

**TO BE COMPLETED IF ITEM IS CLAIMED**

Claimant's signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date Claimed: \_\_\_\_\_ Staff: \_\_\_\_\_

Remarks: \_\_\_\_\_

149 Rev. 5/81

**K102.4E - K103B3  
Building Regulations  
Lost and Found**

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Revised  
September 1998

COLSTON 5-6-12 000233





SECURITY IRREGULARITY REPORT

SECURITY USE ONLY	
Report No.	_____
Received	_____
	Date _____

AGENCY: Security

LOCATION OF OCCURENCE: LSW

Type of Crime/Problem (theft, assault, exhibitionist, break-in, etc.): Verbal Threat

Date of Occurrence: September 24, 2009  
Discovered by: Officer Mary Colston

Time: 400 P.M.  
Time of Discovery: 400 P.M.

WHAT OCCURRED?: (Who, what, where, how, why? Describe any property involved in detail. Describe suspect: name, age, sex, race, height, weight, hair & eye color, clothing.)

On Thursday, September 24, 2009 at 1600 hours, I, Officer Colston requested to speak with Supervisor Garrett in regards to information I received pertaining to him personally receiving words from Officer Dycks that were verbally threatening towards me and when I questioned him and informed him of my knowledge of what was stated Mr. Garrett admitted to Mr. Dycks saying this or something to the fact of relating to " He Wanted To Kill That Bitch ,He Wanted To Kick My Ass" or "Beat me up. When I asked Supervisor Garrett why has this been kept from me and other people know about it in our Security Department and outside our department but it I had not been made aware and I have been working with this man with this level of anger directed towards me. Mr. Garrett then stated well "Mary I Just Blew It Off I Didn't Take Him Serious" I reiterated you didn't take him serious, this man has made a verbal threat to you regarding another Officer in your department and you being my Supervisor, you reported it to not only Assistant Chief Abrams , Chief Jenero, and it has beed reported to Human Resource and I was kept from knowing this and I'm the victim. Mr. Garrett stated he didn't know how I was informed because this wasn't suppose to had got out of our department. Well I didn't say this but, I did take a minute to think "Well our department is the Security Department and I'm part of Security so why was I kept from knowing this information if nothing else than to be given the right protect myself. After Speaking with Mr. Garrett I was given permission to go HR and speak with Ms. Tufts she wasn't available and I spoke with Mr. Garland Rucker. After Speaking with Mr. Rucker, Ms. Tufts contacted me and informed me this matter is being taken care of and I would be informed of the outcome of how it will be handled.

Value of loss \$  Staff valuation  Professional appraisal

Notifications:  Security  Immediate Supervisor  Cleveland Police  Buildings

Other (explain)

*AFTER I APPROACHED THEM*

Signatures:

Reporting Person: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Head: \_\_\_\_\_

Date: \_\_\_\_\_

(FORWARD TO SECURITY OPERATIONS WITHIN ONE WORKING DAY OF IRREGULARITY)

CLEVELAND POLICE DEPARTMENT  
OFFENSE/INCIDENT REPORT

Date: 10/23/2009

Page: 1

Case Description:  
Menacing

Case Number: 2009-00311240

Primary Victim: COLSTON, MARY, J,

Date/Time Reported: 09/25/09 10:10 Hrs.      Dispatch Incident Type:  
Date/Time Occurred: 09/25/09 10:10 Hrs.      \*THREATS  
Date/Time Between : 09/25/09 10:10 Hrs.  
Location Occurred : 325 SUPERIOR AV  
Area: District 3      Section: Zone 31      Grid: Ward13

Primary Unit Assigned to Investigate: D3 Bureau

Case Status: Open      Disposition:      Disp. Date:

No. of Offenses: 1      No. of Offenders: 1      No. of Victims: 1

Offense Number: 1  
Crime Code: 03220 MENACING  
Statute . : 2903.22      Attempted/Committed : Completed  
Stat Desc : MENACING  
Location Type . : Otr Loc      Criminal Activity . : No Gang  
# Adults Present: 2      # Juveniles Present :  
Alcohol Related : Unknown      Drug Related . . . : Unknown  
Domestic Crime : Not Domest      Hate Crime . . . . : No Bias NA  
Computer Theft : No      Just. Homicide Code :  
Statute ORI/Group . : S      Agg Aslt/Homc Crmst:  
Counts . . . . . : 001      Larceny/Theft Offnse:  
NCIC Code . . . . . : Intimidate      Scene/Location Type2:  
Offense Date . . . . : 09/25/2009      Victim Drug Related : Unknown  
Victim Alchl Related: Unknown      Victim Comp Related : No  
Abandoned Structure : NO      Property Damage . .  
UCR Return A . . . . : Aslt Other      UCR Stolen Property :  
Gang Related . . . . : N      Additional Subcode :

SUBJECTS:

Victim . . : Present Information  
Primary COLSTON, MARY, J,      Phone: 216-623-2800  
Individual 525 SUPERIOR AV  
CLEVELAND      OH 44114

Race : Black      Sex: FEMALE      D.O.B: [REDACTED]      Age: 45  
Hgt : 5'05"      Wgt: 145      Hair: Brown      Eyes . . : Brown  
Dr Lic #: RL067321      St: OH

Residence Type : Other/Unk      Residence Status : Resident  
Statement Type : Verbal      Related Offenses : 1

VICTIM OFFENDER RELATIONSHIPS:  
DYCKS, EUGENE, ,      Oth Known

ORIGINAL NARRATIVE (CASE)  
TITLE: MENACIING / NAMED SUSPECT

CLEVELAND POLICE DEPARTMENT  
OFFENSE/INCIDENT REPORT

Date: 10/23/2009

Page: 2

Case Description:  
Menacing

Case Number: 2009-00311240

\*

\*

SIR:

ON FRIDAY SEPT 25, 2009 VICTIM (UNARMED SECURITY GUARD) STATED TO OFFICERS: VICTIM (COLSTON) AND N/S (DYCKS) ARE CO-WORKERS. BOTH ARE UNARMED SECURITY GUARD AT THE ABOVE LOCATION.

VICTIM, VIA THIRD PARTY INFORMATION, WAS ADVISED N/S THREATENED VICTIM BY SAYING "I'M GOING TO KICK THAT BITCHES ASS". THE THREAT WAS ALLEGED TO BE MADE APPROXIMATELY ONE WEEK PRIOR TO 9-24-2009. WITHIN THAT WEEK VICTIM STATES SHE WORKED WITH THE N/S WITH NO INCIDENT. VICTIM STATES AS OF 9-25-09 N/S IS SUSPENDED FROM WORK FOR A 1 WEEK PERIOD.

AT NO TIME DID VICTIM HEAR N/S THREATEN HER. N/S WAS NOT ON SCENE. VICTIM WISHES TO PRESS CHARGES. VICTIM FEELS UNSAFE IN N/S'S PRESENCE.

VICTIM ADVISED TO CONSULT WITH PROSECUTOR.  
VICTIM STATES SHE WILL PROSECUTE.

\*\*\*\*\*

TYPED BY C.ROBINSON

09311240

09/26/2009

HR & DIDNT PROSECUTE DUE TO NOT WANTING TO PUT  
DYCKS FINANCIAL SITUATION IN HARSHIP & REALIZING MY  
BOSSSES CREATED THIS WHOLE SITUATION 1 YR LATER KNOWING  
IT WOULD CREATE FRICTION BETWEEN TWO EMPLOYEES THAT HAD  
NO PROBLEMS BEFORE. BUT THEY SUSPENDED ME FOR QUOTING  
A SCRIPTURE OUT THE BIBLE "VENGEANCE IS MINE THUS SAITH THE LORD  
AND TURNED MY WORDS AROUND STATING I SAID  
GOD WAS GOING TO GET THEM & FLOOD STATED I THREATENED  
HIM

# CLEVELAND PUBLIC LIBRARY

36 *MJ*

## SECURITY OPERATIONS

### TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: **SEPTEMBER**

WEEK OF: **06 TH TO 12 TH**

DATE: **AUGUST 18, 2009**

DATE	06	07	08	09	10	11	12
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		HOLIDAY	0830-1700	1000-1830	1000-1830	1000-1830	
GARRETT			HOLIDAY	0830-1700	0830-1700	0830-1700	0900-1730
NUNEZ MP 1			HOLIDAY	1000-1830	1000-1830	1000-1830	1000-1830
WASHINGTON 2		HOLIDAY	1200-2030	1000-1830	1200-2030	1000-1830	
BRENNAN MP3		HOLIDAY	<del>1200-2030</del> SICK	<del>1000-1830</del> SICK	1200-2030	1000-1830	
BRANCH PATROL							
1 SOUTHERLAND	MP1		VAC #9	VAC #10	VAC #10	VAC #10	VAC #14
2 WILLIAMSON		HOLIDAY	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		HOLIDAY	1200-2030	<del>1000-1830</del>	1200-2030	1000-1830	
MAIN BUILDINGS							
4 ARENDT		0700-1530	<del>0700-1530</del>	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		HOLIDAY	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT	<del>1530-2400</del> SICK	1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		HOLIDAY	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	HOLIDAY	1000-1830			0945-1815	0830-1700
10 COLSTON	<del>1530-2400</del> SICK			1000-1830	<del>1000-1830</del> SUSPENDED	<del>1000-1830</del> SUSPENDED	1530-2400
11 TOBIN	0000-0830	HOLIDAY	<del>0945-1815</del>	0945-1815			0000-0830
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		SICK		SICK	SICK	SICK	SICK
14 ROBERTS		HOLIDAY	0945-1815	0945-1815	<del>0945-1815</del> SICK		1000-1830
15 SLESINGER		HOLIDAY	0945-1815		0945-1815	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17							
18 HALASKA		HOLIDAY		<del>0900-1730</del> VAC	0900-1730	0900-1730	0900-1730 MAIN
VACATIONS AND SICK							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		0	4	3	3	3	2
Total working							

SCHEDULE IS SUBJECT TO CHANGE

at 10:12 hours on Tuesday August 18, 09

in my  
training of  
Probation

I was requested by Asst. Chief Abrams regarding the reported information about officer Dycks urinating in the L.S.W cafeteria sink which I stated it appeared to have been what he was doing. I stated I never saw his private area exposed but his actions indicated what appeared to be him urinating and I stated I never reported the incident due to not positive only because I didn't see his genitals but I did see him wiggle his pants & zip them after he blotted with paper towel his priv area. I also stated he never looked to see if I was awake or concern that I would see him it was as if he didn't care but I watched from the corner of Cafeteria and the reflection of the window. When asked why I didn't report it I indicated because I wasn't sure that's what he did and having the background of this officer stating he has a lot of members of his family that suffers from Mental Illness I didn't want to put that on him & he lose his job based on my assumption especially because I didn't see his genital part. These people play a lot of games I didn't know if he was acting out to see if I would spread the rumor to see my level of passing ~~gossip~~ ~~gossip~~ gossip of any kind. I know where the reported info came from because I only told 2 people, which 1 is Joe Smith, who has gone or is going to HR in regards to him using reported profanity towards officer Dycks so this I know is for retaliation especially w/ supervisor Washington observing the occurrence & not doing anything to diffuse the confrontation between Joe & Dycks. Asst. Chief Abrams stated Dycks is a shit fuck and excuse him for saying it but he's and he stated Dycks did it and he knows he did it because he likes light-skinned women and he thought in his mind of thinking that if you saw ~~it~~ <sup>it</sup> it would turn ~~you~~ <sup>you</sup> on or you would like it & he stated Dycks mental issues and ask me if I heard about the time he was dipping his toenails in the cafeteria? Mr Abrams stated this was worse than he had been informed because he was thinking Dycks utilized a wash room sink he didn't know it was the cafeteria and thanked me and indicated this is unacceptable / <sup>MY OPINION</sup> yes it is unacceptable but so is a lot of other stuff around here that gets swept under the rug & it's acceptable when it's not.

DYKES THREAT

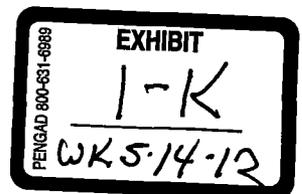
MY SUSPENSION

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SEPT. 09

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at 11:45 hours Wed. Sept 23 Officer Tudorescu informed me after questioning  
if Officer Dykes said anything to me since he was informed of my  
statement written in regards to him pissing in sink of H.R., that  
he read while working on computers a statement written up on  
Dykes by Floyd Harrett a threatening statement reported  
that Dykes stated "He was going to kill that bitch" and  
when he was questioned ~~on I wanna kill that bitch~~  
he admitted to saying "He wanted to beat me up or  
"kick my ass" something to that effect. This statement  
was read accidentally by an officer while he was working  
on something in the office on the office computer and  
he stated this information was <sup>reported</sup> in H.R. which he asks  
that I not say anything as far as mentioning his name

same  
day

at 12:25 Officer Tudorescu informed me this information was overheard  
and read while he was working on printer in office, and he as well  
informed me he was advised to take pictures of wall inside office  
where panels are indicating officer Dykes punched the wall when he  
was speaking to Mr. Harrett about my statement and when I mentioned  
this to Mr. Abrams he denied it and Mr. Tudorescu stated those pictures  
were taken by him the day after I had been called to show him  
& Mr. Abrams where I was sitting when I saw Dykes post on the sink  
Mr. Roberts had originally informed me of Dykes punching the wall  
and when I heard I informed Mr. Abrams I was in fear for my life  
because with him this upset and doing this I was uncomfortable  
working and to have to be in the building working by myself not  
knowing what he may do, but Mr. Abrams stated Mr. Dykes didn't punch  
no wall and to day when I mentioned it to Tudorescu he stated  
Mr. Abrams as being because he took the pictures and was told  
who did it & for what reason, and he stated if <sup>he hear</sup> anything  
else he would tell me. This information that was told to me has  
been reported or has been written up and may be in Mr. Dykes file or is  
in H.R. but was seen reported by Officer Tudorescu, Mr. Abrams & Floyd Harrett

we aware this threat <sup>documented</sup> has been made. It was also stated Mr. Harrett to Dykes  
he couldn't make threats like this and it was stated Dykes threat Floyd  
is his friend and Floyd collects his information to incriminate Dykes because  
they want him fired. this is a man that stated to me he has a long history  
of family w/mental illnesses, was diagnosed w/ <sup>schizophrenia</sup> he advised me he hands are considered  
lethal weapons because of what has been trained to do. He got written up for kissing a staff member, and  
stating God told him to do it, clipping his toenails in <sup>Staff Cafeteria</sup> and our own chiefs stating their discomfort  
couldn't trust having a firearm on site

Sept 3. I contacted

1340 hours spoke w/ Jerry and was informed Mrs. Tufts had given a response and basically was stated she agreed w/ discipline and stated the attorney agreed or wanted not to take occurrence of agreement any further I personally have not been given any response <sup>up to</sup> Mrs. Tufts now and Jerry indicate he didn't agree or believe Mrs. Tufts was telling the truth and requested a meeting w/ the attorney and I informed him I have not received anything from Mrs. Tufts verbally or by letter Jerry stated he would at my request give me a copy of the report of Mrs. Tufts He stated he ~~believe~~ Mrs. Tufts is lying and wants to try + sweep this under <sup>the rug</sup> ~~the rug~~ proof of times reported against me not doing patrols has yet to be provided which was requested by Jerry at our meeting which he requested Mr. Krovitz to provide.

Mr. Jerry Williams as well informed me that Mr. Harrell made a statement against me stating I threatened him by "paraphrasing" what's in the Bible which was not a threat. It was a statement meaning "What goes around comes around" "You reap what you sow" and nothing tells me I can't reinstate. Things written on give understanding to what I believe. He stated I spoke to him inappropriately but never made comment to the inappropriate response he gave to me as far as my medical condition or the statement he made "How I know how foolish I felt when you called off him".

at Meeting } Basically went over statement regarding #1040's accusations regarding our conversation regarding why I told him whose hands he was in and he told me theres something somewhere that up I can't lie or speak of my God or my beliefs or reinstate what is written and I ask if they know or he intimidates and caused hostile work environments for fellow officers why dont they do something like they put him in the car for a while doing motile. <sup>that</sup> told me I should get some officers to write letters regarding treatment ~~my~~ against him so that it doesn't look

At 1835 Hours Asst. Chief Abrams stated to me "This Tot Shall Pass" when I informed him I said you know some <sup>of</sup> <sup>the</sup> <sup>pages</sup> <sup>too</sup> <sup>you</sup> <sup>re</sup> <sup>all</sup> <sup>out</sup> <sup>there</sup> <sup>due</sup> <sup>to</sup> <sup>the</sup> <sup>206</sup> <sup>Paraphrased</sup> I was dealing with some mental <sup>10. stated</sup> <sup>all</sup> <sup>mental</sup> <sup>because</sup> <sup>I</sup> <sup>was</sup> <sup>in</sup> <sup>hospital</sup> <sup>due</sup> <sup>to</sup> <sup>the</sup> <sup>206</sup> He can paraphrase but <sup>can't</sup> <sup>do</sup> <sup>it</sup> <sup>right</sup> <sup>due</sup> <sup>to</sup> <sup>the</sup> <sup>206</sup>

On FRIDAY 9/18 at 1810 hours  
Officer Colston was not able to begin sweep of LSW <sup>41</sup> ~~on~~ time  
due to Mel Abrams not being on post to relieve me I ask his wife  
if she knew where he was and informed her my reason of question  
was due to my need to start the sweep because it would be  
another 20-25 min holding up their departure, she stated maybe he  
was in the restroom this was the second day I could not start  
the sweep a little early or on time and I called him on the  
radio and received no response, when he finally arrived I stated:  
"Mel you know I have to sweep this LSW. He stated: <sup>okay</sup> well you can  
start ~~now~~ "shit" and walked in the office I waited for him to  
come <sup>back</sup> out to the desk so that it wasn't <sup>un</sup>attended and proceeded  
with the sweep duty. I felt this was inappropriate communication  
as well as not professional, especially when I was given a 2 day  
suspension recently for paraphrasing what's written in the bible &  
being given paperwork on proper communication & what's not to do  
which he and Jensen was present for a discipline meeting on my behalf  
and was part of the decision of my 2 day suspension. I have never  
disrespected my boss by using profanity when communicating w/  
any of them but they seem to utilize profanity in everyday convers-  
ation when communicating in what's suppose to be professional work  
atmosphere. "NOT" shit, asshole, fuck, are most used vocabulary in our  
department by our superiors. At the time of this occurrence I remained  
silent.  
On Sat. a/hal at 1525 hours I did inform Mr. ~~Booth~~ <sup>Booth</sup> and this would  
be documented.

Mr. Garret informed me of computer not available for downloading  
our pipe information and afterwards he questioned me about the  
no-close for address for 9/18/09 that I documented & informed him  
no call from AOS was never received and Base was informed of  
NO-CLOSE ALARM THRU CVP OFFICER KEVIN HAMMER. Mr. GARRETT STATED  
HE SAID I HAD A LOT TO DOCUMENT FOR 9/18 and reminded me to  
add in my Follow Up: THE TIME CVP OFFICER ~~was~~ CALLED back w/reply  
of outcome INFO. I STATED OKAY. I PROCEEDED W/ FILLING OUT MY DUTY  
REPORT TO START MY DAY OF WORK

at 1526 Sept 24  
Thursday

as I was approaching Unit 5 post I heard Officer Mann  
telling Officer

Dykes stated to Floyd He hopes I die, and he wants to kill me  
or see me beat up  
in Security Office / Floyd told me

At 1600 officer Colston informed and ask Mr Harret about what  
Threat Officer Dykes made he admitted and informed  
me it was reported and is being handled when asked why was Jim  
informed he stated basically he did his part and he did report it and it is  
being handled and when I ask could I go see HR he stated yes. Ms Tufts  
wasnt

at 500 PM Thursday  
508

Sharon Tufts, w/ Larry Kovotny informed me they have  
been made aware and are taking this matter seriously and  
will inform me of outcome

513 I ask ~~managers~~  
Ms Tufts to change my schedule on Sundays:  
because I'm here alone and I am relieved by Dykes  
and I'm not comfortable being alone with him  
He stated she will inform Genero & Abrams and  
see about changing that situation

FRID. SEPT 25  
at 1100

Officer Dykes reported in office  
& I was informed Union Stewart Southwell  
was present as officer Dykes was report  
to have been given (week  
suspension

Admitted he stated he said it out of  
anger & he could have lost his

## CLEVELAND PUBLIC LIBRARY SECURITY OPERATIONS DUTY REPORT

DATE TOUR BEGAN Sept 24 2009 DAY: Thursday TIME: 0945 HOURS  
 DATE TOUR ENDED Sept 24 2009 DAY: Thursday TIME: 1830 HOURS

SOURCE	TIME		LOCATION & NATURE OF ASSIGNMENT	DISPOSITION
	REC	COMP		
-	-	1343	MAW Desk Retrieving <del>Patrol</del> <del>Patrol</del>	
-	-	-	IN to Officer Tidorese while on break	
-	-	1347	Break	Complete
1355	-	-	ISO Office speaking w/ McGarrett	
-	-	-	IN REGARDS TO lost purse which	
-	-	1500	he inspected	Complete
<del>1500</del>	-	-	ISO officer Colston speaking w/	
-	-	-	Supervisor GARRET IN REGARDS TO	
-	-	-	personal situation AND give permission	
-	-	-	to go to HR / PAUSED for request	
-	-	-	by base to check reported KIDS	
-	-	1620	AT play in General Ref	Complete / OKAY
1622	-	-	HR DEPT with permission from	
-	-	-	Supervisor Garrett speaking w/	
-	-	1650	Mr. Rucker Garland	Complete
1651	-	-	MAIN Patrol Tour	
-	-	1655	MAIN Patrol Tour PAUSE for request to call Ms. Tufts	
1700	-	-	MAW On phone w/ MRS TRAFSOLARY	
-	-	1712	Novotny...	Complete
1716	-	-	ISO Security Office with permission	
-	-	-	from Supervisor Garrett getting	
-	-	1725	correct times for duty report	Complete

SOURCE OF ASSIGNMENT: R = RADIO P = PERSONAL INITIATIVE S = SUPERVISOR

INDIVIDUALS EXPELLED: \_\_\_\_\_, RADIO ASSIGNMENTS RECEIVED: \_\_\_\_\_

DRIVER \_\_\_\_\_ BADGE \_\_\_\_\_ 2<sup>ND</sup> OFFICER NAME MARY COLSTON BADGE 7

(IF DRIVER CHANGE NOTE IT IN YOUR DUTY REPORT)

EXAMIED BY: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_



# CLEVELAND PUBLIC LIBRARY SECURITY OPERATIONS DUTY REPORT

DATE TOUR BEGAN Sept 25, 2009 DAY: FRIDAY TIME: 1000 HOURS

DATE TOUR ENDED Sept 25, 2009 DAY: FRIDAY TIME: 1830 HOURS

SOURCE	TIME		LOCATION & NATURE OF ASSIGNMENT	DISPOSITION
	REC	COMP		
	<del>1025</del>	-	Officer Colston on post in Security	
	-	-	Office at LSW for the arrival of	Cleveland Police arrived
	-	-	Cleveland Police for a Police Report	on site not documented
	-	-	filings regarding threat made to be	this time was estimated
	-	1315	directed to myself. Officer Colston	Complete
	1320	-	LSW Security Office for the	
	-	-	report of occurrence for Security.	
	-	1355	records & NR & Myself	Complete
	1400	-	M.R. - for meeting w/ Ms Sharon Parks	
	-	-	Asst. Chief Abrams, Chief Tenero, Larry	
	-	1420	Novatny	Complete
	1425	-	LSW began patrol tour until Branch	
	-	1450	patrol arrived to retrieve me for duty	
	1450	-	LSW Patrol tour	Complete
			Officer Colston departed building	
			for Branch Patrol duty in vehicle #16	

SOURCE OF ASSIGNMENT: R = RADIO P = PERSONAL INITIATIVE S = SUPERVISOR

INDIVIDUALS EXPELLED: 0, RADIO ASSIGNMENTS RECEIVED: 0

DRIVER \_\_\_\_\_ BADGE \_\_\_\_\_ 2<sup>ND</sup> OFFICER NAME Mary Colston BADGE 7

(IF DRIVER CHANGE NOTE IT IN YOUR DUTY REPORT)

EXAMINED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERVISOR



SECURITY IRREGULARITY REPORT

SECURITY USE ONLY
Report No.
Received
Date

AGENCY: Security

LOCATION OF OCCURENCE: LSW

Type of Crime/Problem (theft, assault, exhibitionist, break-in, etc.): Verbal Threat

Date of Occurrence: September 24, 2009
Discovered by: Officer Mary Colston

Time: 400 P.M.
Time of Discovery: 400 P.M.

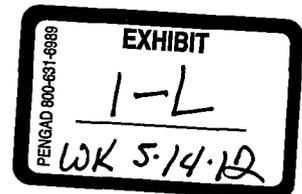
WHAT OCCURRED?: (Who, what, where, how, why? Describe any property involved in detail. Describe suspect: name, age, sex, race, height, weight, hair & eye color, clothing.)

On Thursday, September 24,2009 at 1600 hours, I, Officer Colston requested to speak with Supervisor Garrett in regards to information I received pertaining to him personally receiving words from Officer Dycks that were verbally threatening towards me and when I questioned him and informed him of my knowledge of what was stated Mr.Garrett admitted to Mr. Dycks saying this or something to the fact of relating to " He Wanted To Kill That Bitch ,He Wanted To Kick My Ass" or "Beat me up. When I asked Supervisor Garrett why has this been kept from me and other people know about it in our Security Department and outside our department but it I had not been made aware and I have been working with this man with this level of anger directed towards me. Mr. Garrett then stated well "Mary I Just Blew It Off I Didn't Take Him Serious" I reiterated you didn't take him serious, this man has made a verbal threat to you regarding another Officer in your department and you being my Supervisor, you reported it to not only Assistant Chief Abrams , Chief Jenero, and it has beed reported to Human Resource and I was kept from knowing this and I'm the victim. Mr. Garett stated he didn't know how I was informed because this wasn't suppose to had got out of our department. Well I didn't say this but, I did take a minute to think "Well our department is the Security Department and I'm part of Security so why was I kept from knowing this information if nothing else than to be given the right protect myself. After Speaking with Mr. Garrett I was given permission to go HR and speak with Ms.Tufts she wasn't available and spoke with Mr. Garland Rucker. After Speaking with Mr. Rucker, Ms. Tufts contacted me and informed me this matter is being taken care of and I would be informed of the outcome of how it will be handled.

Value of loss \$ [ ] Staff valuation [ ] Professional appraisal

Notifications: [ ] Security [ ] Immediate Supervisor [ ] Cleveland Police [ ] Buildings

[ ] Other (explain)



Signatures:

Reporting Person: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Head: \_\_\_\_\_

Date: \_\_\_\_\_

(FORWARD TO SECURITY OPERATIONS WITHIN ONE WORKING DAY OF IRREGULARITY)

# CLEVELAND PUBLIC LIBRARY 37

*Dycks ON SCHEDULE*

*MAC*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: **SEPTEMBER**

WEEK OF: **13 TH TO 19 TH**

DATE: **AUGUST 18, 2009**

DATE	13	14	15	16	17	18	19
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
NUNEZ MP 1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
WASHINGTON 2		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
BRENNAN MP3		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP 1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	<del>0700-1530</del> VAC	<del>0700-1530</del> VAC	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		VAC #9	VAC #9	VAC #10	VAC #10	VAC #10	
7 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	1530-2400	1530-2400			0945-1815	0830-1700
10 COLSTON	1530-2400			1530-2400	1530-2400	1530-2400	1530-2400
11 TOBIN	0000-0830	0830-1700	<del>0945-1815</del> 0700-1530	<del>0945-1815</del> 0700-1530			0000-0830
12 MARN		#11	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		SICK		SICK	SICK	SICK	SICK
14 ROBERTS		0945-1815	0945-1815	0945-1815	0945-1815		0945-1815
15 SLESINGER		0945-1815	0945-1815		0945-1815	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17							
18 HALASKA		0900-1730		0900-1730	0900-1730	0900-1730	0900-1730MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		3	4	3	2	3	3
Total working							

**SCHEDULE IS SUBJECT TO CHANGE**

*WORLDWIDELECTRON.COM*

# CLEVELAND PUBLIC LIBRARY 38

*MG*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH: **SEPTEMBER**  
WEEK OF: **20 TH TO 26 TH** DATE: **AUGUST 18, 2006**

DATE	20	21	22	23	24	25	26
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
NUNEZ MP 1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
WASHINGTON 2		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
BRENNAN MP3		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP 1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		VAC #9	VAC #9	VAC #10	VAC #10	VAC #10	
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TDORESCU		0900-1730	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	1200-2030	1200-2030			0945-1815	0830-1700
10 COLSTON	1530-2400			1000-1830	1200-2030	1000-1830	1530-2400
11 TOBIN	VAC #14	VAC	VAC	VAC			VAC #14
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		SICK		SICK	SICK	SICK	SICK
14 ROBERTS	0000-0830	0830-1700	0945-1815	0945-1815			0000-0830
15 SLESINGER		0945-1815	0945-1815		0945-1815	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17							
18 HALASKA		0900-1730		0900-1730	0900-1730	0900-1730	0900-1730MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	3	2	2	3	2
Total working							

**SCHEDULE IS SUBJECT TO CHANGE**

# CLEVELAND PUBLIC LIBRARY 38

*Mc*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH:  
WEEK OF:

SEPTEMBER  
20 TH TO 26 TH

DATE: AUGUST 18, 20

DATE	20	21	22	23	24	25	26
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-173
NUNEZ MP 1			1000-1830	<del>1000-1830</del> VAC TIME	1000-1830	1000-1830	1000-183
WASHINGTON 2		<del>1200-2030</del> Emergency Time	1200-2030	<del>1000-1830</del> Emergency Time	1200-2030	<del>1000-1830</del> VAC	
BRENNAN MP3		<del>1200-2030</del> Funeral	<del>1200-2030</del> Funeral	<del>1000-1830</del> Funeral	<del>1200-2030</del> VAC	<del>1000-1830</del> VAC	
BRANCH PATROL							
1 SOUTHERLAND	MP1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		VAC #9	VAC #9	VAC #10	VAC #10	VAC #10	
MAIN BUILDINGS							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TDORESCU		<del>0900-1730</del> 1815	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	<del>1530-2400</del> SICK	1530-2400	1530-2400	0900-173
7 DYCKS		0000-0830	0000-0830	0000-0830	0000-0830	0000-0830	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	1200-2030	1200-2030			<del>0945-1815</del> 1200-1830	0830-1700
10 COLSTON	<del>1530-2400</del> 0000-0830			1000-1830	<del>1200-2030</del> 0945-1815	1000-1830	1530-2400
11 TOBIN	VAC #14	VAC	VAC	VAC			VAC #14
12 MARN		#13	0830-1700	<del>0830-1700</del> 2400	0830-1700	0830-1700	0830-1700
13 FADIL		SICK		SICK	SICK	SICK	SICK
14 ROBERTS	<del>0000-0830</del> SICK	<del>0830-1700</del> SICK	<del>0945-1815</del> 1200-2030	0945-1815			0000-0830
15 SLESINGER		0945-1815	0945-1815		0945-1815	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17							
18 HALASKA		0900-1730		<del>0900-1730</del> SICK	0900-1730	0900-1730	<del>0900-1730</del> 0900-1730 1730 MAIN LAKESHORE
VACATIONS AND SICK							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	3	2	2	3	2
Total working							

SCHEDULE IS SUBJECT TO CHANGE

# CLEVELAND PUBLIC LIBRARY 39

*mgj*

## SECURITY OPERATIONS TENTATIVE WEEKLY GUARD SCHEDULE

MONTH:  
WEEK OF:

SEPTEMBER/OCTOBER  
27 TH TO 03 RD

DATE: AUGUST 31, 2009

DATE	27	28	29	30	01	02	03
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ABRAMS		0830-1700	1000-1830	1000-1830	1000-1830	1000-1830	
GARRETT			0830-1700	0830-1700	0830-1700	0830-1700	0900-1730
NUNEZ MP 1			1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
WASHINGTON 2		<del>1200-2030</del>	1200-2030	1000-1830	1200-2030	1000-1830	
BRENNAN MP3		<del>1200-2030</del> VAC	<del>1200-2030</del> VAC	<del>1000-1830</del> VAC	<del>1200-2030</del> VAC	<del>1000-1830</del> VAC	
<b>BRANCH PATROL</b>							
1 SOUTHERLAND	MP-1		1000-1830	1000-1830	1000-1830	1000-1830	1000-1830
2 WILLIAMSON		1200-2030	1200-2030	1000-1830	1200-2030	1000-1830	
3 DOWDIN		VAC #9	VAC #9	VAC #11	VAC #11	VAC #9	
<b>MAIN BUILDINGS</b>							
4 ARENDT		0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
5 TIDORESCU		0900-1730	0900-1730	0900-1730	0900-1730	0900-1730	#16
6 JARRETT		1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
7 DYCKS		<del>SUSPENDED</del> <del>0000-0830</del>	<del>0000-0830</del>	<del>0000-0830</del>	<del>0000-0830</del>	<del>0000-0830</del>	
8 STEFANOS		0830-1700	0830-1700	0830-1700	0830-1700	0830-1700	
9 SMITH	0830-1700	<del>0000-0830</del> <del>1200-2030</del> <del>0945-1815</del>	<del>1200-2030</del> <del>0900-0830</del>			<del>0900-0830</del> <del>1000-1830</del> <del>0945-1815</del>	0830-1700
10 COLSTON	1530-2400			VAC	VAC	VAC	VAC #14
11 TOBIN	0000-0830	0830-1700	<del>0945-1815</del> <del>0945-1815</del> <del>1200-2030</del>	<del>1000-1830</del> <del>0000-0830</del>			0000-0830
12 MARN		#13	0830-1700	0830-1700	0830-1700	0830-1700	0830-1700
13 FADIL		SICK		SICK	SICK	SICK	SICK
14 ROBERTS		<del>0945-1815</del> <del>0945-1815</del>	0945-1815 VAC	0945-1815	<del>0900-0830</del> <del>1200-2030</del> <del>0945-1815</del>		1530-2400
15 SLESINGER		0945-1815	0945-1815		0945-1815	0945-1815	0945-1815
16 HARRIS			0945-1815	0945-1815	0945-1815	0945-1815	0945-1815
17							
18 HALASKA		0900-1730 VAC		0900-1730	0900-1730	0900-1730	0900-1730 1730MAIN
<b>VACATIONS AND SICK</b>							
TENABLE SEC	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900	0900-0900
		2	4	2	2	2	2
Total working							

**SCHEDULE IS SUBJECT TO CHANGE**

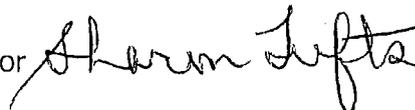
# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

To: S/Officer Mary Colston

From: Sharon Tufts, HR Administrator



Subject: My Email

Date: November 10, 2009

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In a conversation you had with the Director's Assistant, Mr. Diamond, on November 4<sup>th</sup> he told me that you showed him a copy of an email that was addressed to me from one of the Library's attorneys, Ellen Toth of Ogletree Deakins.

It is not appropriate that you have the email. It was not addressed to you and you were not copied as a recipient on the email. I was the addressee and as the HR Administrator represent Ogletree Deakins' client. That email is covered by the attorney/client, work product privilege, which means the communication is confidential between an attorney and his/her client, and should not be shared with non-clients.

Therefore you **must return all copies** of this email that you have in your possession. You must return them to me on Thursday, November 12, 2009 at 9:15 am in Human Resources. At that time an investigatory meeting will be conducted where you may have union representation present to discuss how you came into possession of this confidential, attorney/client privileged email.

C: M. Janero, M. Abrams, T. Diamond

My Email

They did nothing with Mr. Dykes until I informed them of my knowledge about the threat when I earlier asked Mr. Abrams about Dykes punching a wall he lied straight out and said that didn't happen & I later was made aware of a picture being taken by officers for just the reason. Mr. Tufts & all others involved in the meeting stressed to me how they take & took this threat so seriously that <sup>they</sup> did nothing to him or about the circumstance until I approached it myself, she stated with Mr. Dykes being kept to work with me he didn't do anything to me 'by luck' & they didn't take his threat serious. Stated I didn't express or any discomfort or fear with Mr. Dykes until I heard about the threat or what she labeled as being gunk <sup>that</sup> was put out which wasn't gunk because it was the truth & he admitted to his threat and why would I show fear or express it <sup>if</sup> if I had no reason to feel uncomfortable with anyone that I didn't feel a need to fear. Well once I did find out I acted on it immediately and informed them if it was anyone of them this threat had been made to, against, or regarding any one in HR or the Director this man would have not only been fired but would not had time to stay on the schedule to continue to make money ~~but would have been fired about~~ But they showed me just how serious they took this threat by doing nothing and now I don't feel fear w/ just Mr. Dykes but all of my superiors & HR & the Director because they all sat on this and didn't act immediately and to this date none have apologized for not showing real concern now I feel more uncomfortable because now I don't trust none of them for my safety and feel strongly about the fact that because of this whole ordeal they don't care what happens to me and it would probably do them all a favor if something does happen to me because I'm in a worse situation now knowing no one cares sees, or wish to be involved in anything that is being done to me I have no comfort on my job and I trust no one in our HR Department or my Security Managers and all I can do is watch and wait for God to Expose this Corrupt Team of Enemies I have been placed with until someone or something protects me. I am very uncomfortable working with people that don't care about my safety, well being or life I get sick often

On Friday Oct 9th at 4:30 pm Officer Colston was called to report to Mr. Abrams Office where an investigative report was written against me by (assumed) Sgt. David Harret regarding whether I had called a branch patrol vehicle out of service upon my appointed departure time asking if I had called police before or after I was to start my assignment which he stated this was a nothing investigation and Mr. Abrams stated he felt he needed what happened but wanted my side. He as well stated my Union Rep had been called to be in on the meeting. While waiting he basically was trying to have cordial conversation asking how ~~did~~ I was doing (as to be expected) and then pretending he was so unaware that I had taken <sup>my response</sup> some time off for vacation asking if I went anywhere which I stated a couple of days <sup>keeping conversation short</sup>

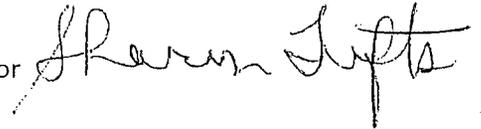
Once investigation began he questioned if I had gone out in BP or never left trying to find out if I took it upon myself to have the branch patrol vehicle return to the building but I informed him I never left the building and I went outside once I had direct contact with Officer Dyck's coming from H R receiving his suspension. I went outside and called Police again requesting them hurry because Mr. Dyck's was on site and I was unaware he was still on premises. I had been at work for two days, and this info was questioned on my third day back from vacation and I felt even with all that I'm dealing with they are still trying to find ways to get me caught up in something they can get me disciplined for. He later stated my duty report times was what caused the confusion.

# Interoffice

## MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** Mary Colson, Security Operations  
**From:** Sharon L. Tufts, Human Resources Administrator  
**Subject:** Suspension – 9/10 & 9/11, 2009  
**Date:** September 8, 2009



On August 13, 2009 an investigatory meeting was held with you to discuss your 2 hour tardiness on August 13, 2009. Security Officer James Southerland was present at the meeting as the union representative. When asked why you were so late for your shift, you said you had misread the schedule. This is unacceptable. The schedule had been posted for three (3) weeks.

On August 26, 2009, an investigatory meeting was held with you to discuss several issues including your continued unsatisfactory work performance in making required security rounds on August 23, 2009. At this meeting you did not give any acceptable reason to explain why you did not complete your required rounds.

Additionally, at that meeting where Security Officer James Southerland was present as your union representative, a comment you made to Supervisor Floyd Garrett on August 24, 2009 was discussed. Garrett informed you that he felt that your remark to him, “**God was going to take care of you for the way you treated people**” was inappropriate in the workplace. You did not accept his characterization of the remark as inappropriate and you said you were going to continue to use God’s name in your workplace communications. Your comment was inappropriate in the workplace because the comment could be interpreted as threatening or intimidating. Additionally, the person to whom it was directed said he felt it was inappropriate. We must all be mindful that our workplace communications sometimes need to be changed to be respectful of the feelings of others. Human Resources Manual Section 480 prohibits threatening or intimidating remarks and behaviors in the workplace. The policy is attached, please review it.

You received a first warning on October 30, 2008, another first warning on May 12, 2009, and a second warning on July 24, 2009.

Therefore, you are being suspended without pay for two days; September 10 & 11, 2009 per Human Resources Manual Section 238.3 for unsatisfactory quality and quantity of work. You are to return to work on your next scheduled shift.

Your overall work performance is unsatisfactory. You must make immediate improvements to bring your performance up to a satisfactory level and maintain it there or further discipline up to and including termination could result.

SLT/gh

ATTACHMENT

C: M. Janero  
J. Williams  
Payroll Office  
HR file

IN THE COURT OF COMMON PLEAS  
CUYAHOGA COUNTY, OHIO

Mary Jane Colston  
1700 East 13<sup>th</sup> St. Apt. 508  
Cleveland, Ohio 44114

Plaintiff,

vs.

Cleveland Public Library  
c/o Felton Thomas, Director  
325 Superior Ave.  
Cleveland, Ohio 44114

and

Felton Thomas  
Director Cleveland Public Library  
325 Superior Ave.  
Cleveland, Ohio 44114

and

Melvin Abrams individually and as  
Asst, Chief of Security  
Cleveland Public Library  
325 Superior Ave.  
Cleveland, Ohio 44114

and

Michael Janero individually and as  
Chief of Security  
Cleveland Public Library  
325 Superior Ave.  
Cleveland, Ohio 44114

and

Sharon Tufts  
Cleveland Pubic Library  
325 Superior Ave.  
Cleveland, Ohio 44114

and

CASE NO.:

JUDGE

RONALD SUSTER *Complaint*  
CV 11 772326

COMPLAINT

(TRIAL BY JURY REQUESTED)

EXHIBIT  
2  
LWK 5-14-12  
PENGAD 800-631-6888

\$ 100.00 DEPOSITED  
DEC 28 2011  
CLERK OF COURTS  
COURT HOUSE



6. Defendants' sexual harassment - since she began her employ and continuing -- have made Plaintiff's work place permeate with sexual discrimination, harassment, intimidation, ridicule, and insult and is so severe and pervasive that it has altered Plaintiff's conditions of employment and creates an abusive working environment.
7. Therefore, on November 18, 2009 - *with this outrageous conduct being too much for an ordinary person to bear* - Plaintiff complained to upper Cleveland Public Library Administration about her treatment. Thereafter, the Library conducted an investigation into the harassment<sup>1</sup>.
8. On or about April 2, 2010 Defendants received official notification from the investigation that Defendants had violated Plaintiffs' statutory rights, Ohio Constitutional Rights, and United States Constitutional Rights; in addition Defendants were acting in violation of its own policies, of Harassment, Work Place Bullying, and Discrimination regarding its employees and that Defendants discriminate against the hiring and retention of female Security officers.
9. However, after the investigation Defendants' actions and policies failed to exercise reasonable care to correct and prevent any further sexual harassment and Plaintiff *continued* to suffer sexual harassment at the hands of Defendants in the Security force.
10. Therefore, Plaintiff once again made a formal complaint to Cleveland Public Library Administration. And again, the Library conducted an investigation, but

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<sup>1</sup> The Library cannot deny, and will, admit that its employees sexually harassed Plaintiff but refuse to the investigation.

its actions and policies failed to exercise reasonable care to correct and prevent any further sexual harassment to Plaintiff.

11. On or about June 27, 2011 Defendants - *again* - received official notification, from its second investigation<sup>2</sup>, that again, Plaintiffs' statutory rights, Ohio Constitutional Rights, and United States Constitutional Rights had been violated; in addition Defendants were in violation of its own Discrimination, Retaliation, and Workplace Bullying policies regarding its employees and that Defendants discriminate against the hiring and retention of female Security officers.
12. Defendants' actions and policies knowingly, recklessly, and negligently allowed employees to continue to violate the Plaintiff's statutory and constitutional rights from the beginning of her employment with the Library to well after the resignation of some of its' offending employees, as incidents as recent as November 2011, continue to produce a working environment for Plaintiff that is permeated with sexual harassment and discrimination. Defendants knew, or should have known, that Plaintiff was continuing to be harassed.
13. Moreover, after making formal complaints about this harassment, Plaintiff has been *retaliated against* by receiving numerous adverse employment actions that would dissuade any reasonable worker from ever making or supporting a charge of discrimination including but not limited to:
  - suspensions,
  - improper layoff,

---

<sup>2</sup> Again, the Library cannot deny that Plaintiff was harassed but will not turn over the investigation.

- involuntary overtime,
- denial of benefits,
- denial of sick time
- failure to promote,
- And refusal to remove Plaintiff from night shift and weekends even though more senior officers have asked for the same night and weekend shifts.

#### **FIRST CAUSE OF ACTION**

14. Plaintiff incorporates by reference paragraphs 1-13 as if fully realleged herein.
15. Throughout her employment with the Cleveland Public Library, Plaintiff was subjected to a sexually hostile atmosphere and has been discriminated against by all Defendants with respect to the terms and conditions of employment because of his gender.
16. On or around April 2, 2010 Defendants received formal notification from its investigation of Plaintiff's claims of sexual harassment that Plaintiff was in fact harassed and discriminated against on the basis of her gender and Defendants have failed to remedy the hostile environment to this day.
17. Because of Defendants' unlawful conduct, Plaintiff suffers non-economic and economic injuries, including but not limited to pain and suffering and the loss of salary and benefits and other privileges and conditions of employment.
18. Defendants' discriminatory conduct against Plaintiff due to her gender and failing to take steps to eliminate a sexually hostile environment violate O.R.C. Section 4112.02 for which Defendants are liable for compensatory and punitive damages pursuant to O.R.C. 4112.99.

## SECOND CAUSE OF ACTION

19. Plaintiff incorporates by reference paragraphs 1-18 as if fully realleged herein.
20. Defendants negligently hired, retained, supervised and/or failed to train and instruct Defendants Felton Thomas, Michael Janero, Melvin Abrams, Sharon Tufts, and John Doe(s) 1-20 because these Defendants have harassed, discriminated, and retaliated against Plaintiff in her terms and conditions of employment and are liable to Plaintiff in tort and Defendants knew or should have known that Defendants' incompetence, acts, policies, and omissions would lead to further harassment, discrimination and retaliatory treatment.
21. Defendants' negligent hiring, retention, supervision, failure to train, and instruct Defendants has directly caused and resulted in unlawful and discriminatory employment conditions that have caused Plaintiff economic and non-economic injuries as part of her employment with Defendants.
22. As a result of Defendants' actions and failure, Plaintiff suffered compensatory, consequential, non-economic and incidental injuries for which Defendants are liable in compensatory and punitive damages.

## THIRD CAUSE OF ACTION

23. Plaintiff incorporates by reference paragraphs 1-22 as if fully realleged herein.
24. After Plaintiff complained to Defendants about her treatment and the hostile environment she was forced to endure, Defendants engaged in malicious acts of retaliation by significantly reducing working hours, and placing Plaintiff with an threatening co-worker, suspensions, improper layoff, involuntary overtime, denial of benefits, denial of sick time, failure to promote, and refusal

to remove Plaintiff from night shift and weekends even though more senior officers have asked for the same night and weekend shifts and other acts and conditions of employment with no justifiable business reasons.

25. As a result of Defendants' retaliation, Plaintiff suffered compensatory, consequential, non-economic and incidental damages and injuries for which Defendants are liable in compensatory and punitive damages.

#### **FOURTH CAUSE OF ACTION**

26. Plaintiff incorporates by reference paragraphs 1-25 as if fully realleged herein.
27. Plaintiff is the *only female employee* of the Defendants' Security force, and was forced to endure devious, underhanded, unlawful and discriminatory, harassing, and retaliatory treatment, which can only be described as extreme and outrageous.
28. As a result of Defendants' scheming and unlawful conduct Plaintiff has suffered severe, extreme, emotional distress and sought professional help for the distress for which Defendants are liable.

#### **FIFTH CAUSE OF ACTION**

29. Plaintiff incorporates by reference paragraphs 1-28 as if fully realleged herein.
30. Defendants' unlawful and discriminatory conduct subjecting Plaintiff to an hostile environment without a properly eliminating violent and outrageous conduct and in violation of Defendants' own policies is a deprivation of Plaintiff's interests and in violation of Plaintiff's substantive and procedural due process rights under the 5<sup>th</sup> and 14<sup>th</sup> Amendments to the U.S. Constitution

for which Defendants are liable for compensatory, consequential, non-economic and incidental damages.

#### **SIXTH CAUSE OF ACTION**

31. Plaintiff incorporates by reference paragraphs 1-30 as if fully realleged herein.
32. Throughout her employment with the Cleveland Public Library, Plaintiff was subjected to a sexually hostile atmosphere and has been discriminated against by all Defendants with respect to the terms and conditions of employment because of his gender.
33. On or around April 2, 2010 *AND* in March 2011 Defendants received formal notifications from its investigations of Plaintiff's claims of sexual harassment that Plaintiff was in fact harassed and discriminated against on the basis of her gender and Defendants have failed to remedy the hostile environment to this day.
34. Because of Defendants' unlawful conduct, Plaintiff suffers non-economic and economic injuries, including but not limited to pain and suffering and the loss of salary and benefits and other privileges and conditions of employment.
35. Defendants' discriminatory conduct against Plaintiff due to her gender and failing to take steps to eliminate a sexually hostile environment violate Title VII, The Civil Rights Act of 1964, and 42 U.S.C.A. § 2000e -2 for which Defendants are liable for compensatory and punitive damages.

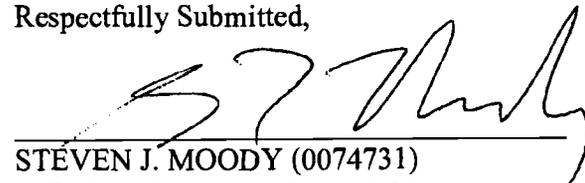
#### **CONCLUSION**

***WHEREFORE***, Plaintiff Mary Jane Colston states that she continues to suffer as a result of ongoing and continuing violation of her rights. Plaintiff seeks an amount in

excess of \$25,000 to fully, fairly and justly compensate her for her injuries, damages and loss and respectfully prays that the Court enter judgment in her favor and award her compensatory damages, consequential damages, all costs and reasonable attorney's fees and grant such additional or alternative relief as the court may determine to be just and equitable.

**A TRIAL BY JURY IS REQUESTED.**

Respectfully Submitted,



---

STEVEN J. MOODY (0074731)  
1370 Ontario Street - Suite 1240  
Cleveland, OH 44101  
(216)280-3293 phone  
(216)566-9400 fax  
Stevenmoody1@yahoo.com  
Attorney for Plaintiff

**EXHIBIT**  
3  
 WK 5-14-12  
PENGAD 800-631-6989

## Job Description

### Non-Supervisory

<b>Job Title:</b> Security Officer  <b>Job code:</b> 800  <b>Pay Grade:</b> C	<input type="checkbox"/> Exempt under FLSA <input checked="" type="checkbox"/> Non-exempt under FLSA  <input type="checkbox"/> Not Eligible for Overtime <input checked="" type="checkbox"/> Eligible for Overtime
---	--

**Reports to (job title):** Security Operations Supervisor

**Original Date:** 1/09  
**Revision Date:**

- Licenses/Certifications Required:**
- Ohio Driver's License.
  - Ohio Peace Officers Training Academy Certification.
  - Firearms Certification.
  - First Aid Certification

**Job Purpose/Scope:**

\* → Ensure that all Library staff and patrons are provided a safe environment. Protect and secure all Library assets.

- Essential Job Duties and Responsibilities:**
- To perform this job successfully an employee must be able to satisfactorily perform each essential duty or responsibility listed. Reasonable accommodation will be made for disabled persons covered by the Americans with Disabilities Act (ADA) in accordance with its requirements.
- Adheres to Library attendance and work schedule policies.
  - Complies with all Library work rules, procedures, and policies.
  - Maintains a safe work environment.
  - Serves as first responder in case of emergency and directs paramedics or other emergency personnel as needed.
  - Responds to reports regarding inappropriate behavior including unacceptable computer use, disruptive or intoxicated patrons.
  - Controls pedestrian and vehicle ingress and egress to and from Library buildings.
  - Patrols Library properties to ensure staff and patrons are provided with a safe environment.
  - Secures buildings after business hours including conducting checks of every floor to assure that all patrons and staff have exited the building.
  - Performs detex patrols using a security pipe to record area patrol.
  - Provides assistance and directions to patrons.
  - Communicates with staff while conducting daily patrols to assure the safety and security of staff and patrons.
  - Monitors the removal of library service materials from Library properties, and ensures that materials have been checked out properly.
  - Documents daily activities on computer log maintaining records of daily security activities.
  - Notifies appropriate Library staff regarding alarms, break-ins, or other incidents requiring follow-up.
  - Conducts regular checks of fire and safety equipment, and ensures readiness of equipment.
  - Follows up on alarm reports from contract alarm services.

**Other Job Duties:**

- Reports unsafe physical conditions to the Facilities Department.
- Participates in safety drills, including performing orderly notification and evacuation.
- Dispatches Branch Patrol Units as needed and communicates information to them.
- May attend meetings, participate on committees, present workshops and training.
- May perform select duties of other staff in their absence.
- Performs other duties as required.

**Required Education and Work Experience:**

- High school diploma or its equivalent.
- One year security or law enforcement experience.

**Knowledge, Skills, Abilities, and Computer Literacy Required for the job:**

- 
- Knowledge of library practices and terminology at the basic level.
  - Knowledge of security standards, practices, and terminology.
  - Ability to understand and implement the Security Operations Procedures Manual.
  - Ability to understand and implement CPL Patron Guidelines and Computer Usage Guidelines.
  - Ability to understand and implement procedures for emergency evacuation.
  - Ability to be alert and observant in all situations and conditions.
  - Ability to utilize security related systems, equipment, and software.
  - Ability to follow written and oral instruction, and to identify exceptions.
  - Knowledge of business mathematics and business English including spelling and grammar at the basic level.
  - Ability to adapt to new and updated software and procedures.
  - Ability to demonstrate basic computer skills including the use of MS Windows, word processing, spreadsheet processing, electronic communication and Internet browsing.
  - Ability to maintain insurable driving status per the standards of the Library's fleet insurance carrier.

**Inter-personal/human relations Skills Required:**

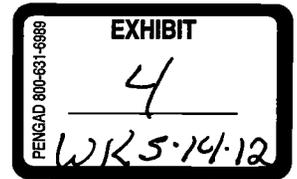
- Ability to demonstrate courtesy, tact, and effectiveness in dealing with others, and to diffuse potentially dangerous situations.
- Ability to interact with coworkers and patrons in a manner respectful of abilities, cultures, and diversity.
- Ability to perform with discretion and to ensure confidentiality.
- Ability to work effectively under pressure.
- Ability to request and provide information and to ask questions and get clarification.
- Ability to cause understanding by others and to exercise influence with them.
- Ability to influence others to commit to new and previously unspecified work.

**Working Environment and Physical Effort Required:**

- Exposure to potentially violent and dangerous people and situations.
- Potential exposure to bodily fluids and to chemicals in emergency situations.
- Ability to patrol Library property including outdoors in inclement weather by foot and vehicle.
- Ability to move an endangered person to safety.
- Ability to move objects up to 100 lbs. throughout the day.
- Ability to input and extract data from a computer throughout the day.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of staff in the position. Additionally, the duties of this position may overlap with the duties and responsibilities of other related positions.

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF OHIO  
EASTERN DIVISION



MARY JANE COLSTON, ) **CASE NO. 1:12-CV-00204**  
 )  
Plaintiff, ) **JUDGE JAMES S. GWIN**  
 ) **MAGISTRATE JUDGE BAUGHMAN**  
v. )  
 )  
CLEVELAND PUBLIC LIBRARY, et al., ) **PLAINTIFF'S SUPPLEMENTAL**  
 ) **RESPONSE TO DEFENDANTS'**  
 ) **FIRST SET OF INTERROGATORIES**  
Defendant. )

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Now comes Plaintiff by and through her counsel and according to the Stipulated Resolution of Discovery Dispute responds as follows:

- All notes, documents, diaries, logs, calendars or other items in Plaintiff's possession regarding the claims contained in her Complaint including, but not limited to, the supporting documents Plaintiff referred to during the April 6, 2012 Case Management Conference. (Document Request Nos. 2-10, 13, 21,)

**Responses:** Please find attached.

- All federal, state and local income tax returns (including W-2s and 1099s, schedules and attachments) filed by Plaintiff for the years 2007, 2008, 2009, 2010 and 2011. (Document Request Nos. 24 and 25)

**Responses:** Please find attached.

- The dates of employments and addresses for all of Plaintiff's present or former employers including, but not limited to, Brinks Security, Deco Security, United Security, the Plain Dealer, Antenna Specialist, All Saints Security and National Enterprise Collection. (Interrogatory No. 17)

**Reponses:** Brinks 2005-present; United: 2002-2004; Plain Dealer: 2004;

All Saints: 2004 Deco: 2008-2009 National Enterprise: 2006

Antenna Specialist: 1980

- All grievances filed by Local 244 on Plaintiff's behalf. (Document Request No. 12)

**Responses:** Please find attached.

- All documents in Plaintiff's possession regarding her employment with CPL including, but not limited to, policy manuals, procedures, guides, notes, warnings, forms, correspondence, evaluations, memoranda and any other such documents. (Document Request Nos. 16, 20)

**Responses:** Please see attached

- The years in which Plaintiff filed for bankruptcy and the courts in which the filing was made. (Interrogatory No. 15, Document Request No. 34)

**Response:** 2004; United States Bankruptcy Court Northern District of Ohio.

- The adverse parties to judicial proceedings in which Plaintiff has been a party pertaining to "financial proceedings" and the jurisdiction in which those proceeding were filed. (Interrogatory No. 8)

**Responses:** JL-02-176999 Case Title: *ASSET ACCEPTANCE CORP vs. MARY COLSTON*

CV-99-383473 Case Title: *BANC ONE FINANCIAL SERVICES INC  
SUCCESSOR IN INTER vs. MARVIN COLSTON ET AL*

JL-06-276648 Case Title: *STATE OF OHIO DEPARTMENT OF TAXATION vs.  
COLSTON, MARY J*

JL-11-459732 Case Title: *CAPITAL ONE BANK (USA) N.A. vs. MARY J  
COLSTON*

DR-04-297479 Case Title: *MARY J. COLSTON vs. MARVIN L. COLSTON*

- Plaintiff's drivers' license numbers and all residence addresses and dates of occupancy from January 1, 2007 to the present. (Interrogatory No. 1)

**Responses:** Driver's License # RL067321;

4707 Walford Rd Apt.7, Warrensville Hts. Ohio 44128; 2007-2009

1700 East 13<sup>th</sup> Street Suite 19 HE, Cleveland, Ohio 44114; 2009 -2011

1700 East 13<sup>th</sup> Street Suite 5 TE, Cleveland, Ohio 44114; 2011- present

- All facts or information that Plaintiff believes the following persons possess regarding her claims: Christopher Flack: Has knowledge of gender discrimination; hostile work environment from 2011 to present. Witnessed verbal threats from Abrams.

**Responses:**

*Joseph Smith:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff.

*James Sutherland:* Is Union steward and has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff and grievances and all investigations. Aware of Abrams having his firearm taken after threats to plaintiff.

*Lou Slesinger:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff.

*Otto Arndt:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Witnesses HR threatening job of plaintiff on St. Patrick's Day. Aware of Abrams having his firearm taken after threats to plaintiff.

*David Washington:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff. Has knowledge that Plaintiff was hired to obtain sex from her.

*Anthony Roberts:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff. He was the first person to inform Plaintiff that Janero and Abrams were creating a paper trail to get Plaintiff terminated.

- Plaintiff's Initial Disclosures

**Responses:** See attached

- A notarized copy of Plaintiff's Verification of Interrogatory Responses.

**Response:** See attached.

- Signed authorizations for Defendants' counsel to obtain medical records from Kaiser Permanente, Avtar S. Saran, M.D., Eliot W. Gutow, LISW, and Fiona B. (N.P.) Ju.

**Responses:** See attached

- Signed authorizations for Defendants' counsel to obtain employment records from: Brinks Security, Deco Security, United Security, the Plain Dealer, Antenna Specialist, All Saints Security and National Enterprise Collection. (Interrogatory Nos. 12, 17)

**Responses:** See attached

- Amended responses to Interrogatories and Document Requests to reflect the production of additional information and documents reflected above.

**Responses:** Please let these responses serve as amended responses and to the extent either conflict then this amended responses shall rule.

Respectfully Submitted,

*Steven J. Moody*

STEVEN J. MOODY (0074731)

1370 Ontario, Suite 1240

Cleveland, OH 44113

(216)280-3293 phone

216-661-4283 fax

Stevenmoody1@yahoo.com

**CERTIFICATE OF SERVICE**

I hereby certify that on March 5, 2012 a copy of the foregoing was sent via e-mail  
and hand delivery to the following:

Ellen Toth (#0056176)  
Thomas Bernard  
Ogletree Deakins Nash Smoak & Stewart P.C.  
127 Public Square  
4130 Key Tower  
Cleveland, OH 44114

George S. Crisci, Esquire  
Zashin & Rich Co., L.P.A.  
55 Public Square, 4<sup>th</sup> floor  
Cleveland, OH 44113

Copy

2

**Interoffice**

MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** S/Officer Mary Colston  
**From:** Sharon Tufts, HR Administrator *Sharon Tufts*  
**Subject:** Investigation Re: Your Allegation of Hostile Work Environment  
**Date:** November 11, 2009

=====

In a recent conversation with the Director's Assistant, Timothy Diamond on November 4, 2009, he said that you reported to him that inappropriate language i.e., (a racial epithet, the "N" word and profanity, "F----" ) was used in your presence in the Security Operations department. You indicated that the alleged use of these terms creates a hostile work environment. You had never previously reported these allegations to me or to Larry Novotny, the Human Resources Administrators even though we have had several conversations with you about workplace issues.

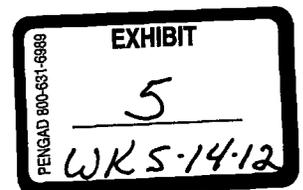
Per HR Manual section 460, Library management takes all such complaints seriously and will conduct a prompt investigation. The policy requests that employees who feel they may be subject to a hostile work environment make a prompt report (normally within seven days of the alleged incident.) If you feel uncomfortable making a written report, please refer to the attached policy for how to seek assistance in making your complaint.

**Please complete a written report detailing your allegations by Monday Nov. 16, 2009, so that it may be investigated.** As permitted by section 460, you may submit the complaint to the Human Resources Administrators or you may submit it to the Director's Assistant, (who is acting in the place of the Deputy Director named in section 460.)

A copy of section 460 is attached for your information. Should you have questions or concerns, please contact the Human Resources Administrators or the Director's Assistant ASAP.

*1st Investigation*

ATTACH-Section 460  
 C: T. Diamond-Assistant to the Director



# Interoffice

MEMORANDUM

CLEVELAND PUBLIC LIBRARY



**To:** S/O Mary Colston, Security Operations  
**From:** Sharon Tufts, H R Administrator  
**Subject:** Management Response Re: Results of Investigation  
**Date:** April 20, 2010

=====

S/O Colston

You made a report alleging a hostile environment in your department and disparate treatment. In accordance with HR Policy section 460 which forbids such actions/behavior, Library management hired an outside professional to investigate the allegations. The process was very thorough and took a number of weeks to conclude. It included, among other things, interviews with you, a number of other Security Officers and Security Supervisors as well as the Chief and Assistant Chief.

Policy 460 prohibits any form of retaliation against employees who make a report or participate in an investigation of hostile environment, disparate treatment or discrimination. In future if you believe, there are improper behavior/actions or retaliation you should bring the allegations to the attention of the Human Resources Administrators or the Special Asst. to the Director, immediately.

The investigation has now been concluded and as a result, Library management followed-up with appropriate discipline. The follow-up will also include training on acceptable language/behaviors per HR Policy section 460 for all Security Operations staff.

Library management will expect that all Security Operations personnel's future interactions will be conducted in a respectful, civil and business-like manner.

Mary Colston

This is what and all I received to indicate Corrective Action until May 12, 2011 when Ms. Tufts, HR Administrator stated she now understood what I was requesting &

EEOC FOIA 000026

# Memo

**To:** Michael Janero, Chief of Security Operations  
**From:** *Sharon Tufts* Sharon Tufts, HR Administrator, Felton Thomas, Director *FT*  
**Date:** 4/02/10  
**Re:** Counseling Memo

One of your employees made allegations of a hostile environment and disparate treatment. In accordance with Human Resources Policy 460 which forbids such actions, the Library Management hired an outside investigator to investigate the allegations. The process was very thorough and took a number of weeks to conclude. It included interviews with you, the Assistant Chief of Security, a number of Security Officers and Security Supervisors and others.

The results of the investigation revealed a number of unacceptable behaviors and actions by the Assistant Chief of Security Operations. The use of inappropriate language such as 'bitch', 'fuck' and 'nigger'; the use of sexual innuendo and jokes; the revelations of employee's personal information which sometimes included medical information. These actions continued after the employee brought it to your subordinate's attention that such actions were unwelcome. You did not step in to stop the unacceptable conduct. Further, you let it be widely known that you were not partial to women officers.

As a Supervisor at the Cleveland Public Library you are to act in a business-like and respectful manner. Per Policy 460 you are responsible for maintaining an atmosphere free of discrimination and harassment and for ensuring the compliance of the Assistant Chief with this policy. Policy 460 prohibits any form of retaliation against employees who make a report or participate in the investigation. Security must follow the same rules as the rest of the Library. Please read the attached Policy 460 and sign and return to Human Resources the signature page on or before April 5<sup>th</sup>.

The Library will be training all the employees of the Security Department on Policy 460 in the near future. Special training for you and the Assistant Security Chief will also be scheduled.

Attachment: HR Policy 460

*1st Investigation  
This person Resigned  
After Investigation*

# Memo

**To:** Melvin H Abrams, Assistant Security Chief  
**From:** Sharon Tufts, HR Administrator, Felton Thomas, Director  
**Date:** 4/02/10  
**Re:** Unpaid Suspension

One of your employees made allegations of a hostile environment and disparate treatment. In accordance with Human Resources Policy 460 which forbids such actions, the Library Management hired an outside investigator to investigate the allegations. This process was very thorough and took a number of weeks to conclude. It included interviews with you, the Chief of Security, a number of Security Officers and Security Supervisors and others.

The results of the investigation revealed a number of unacceptable behaviors and actions on your part. For example, the use of inappropriate language such as 'bitch', 'fuck' and 'nigger'; the use of sexual innuendo and inappropriate jokes; the revelations of employee's personal information which sometimes included medical information. These comments/actions continued after the employee brought it to your attention that such actions were unwelcome.

Your actions and behaviors are unacceptable. Any such actions on your part must STOP IMMEDIATELY. As a Supervisor at the Cleveland Public Library you are to act in a business-like, respectful manner. Per Policy 460 you are responsible for maintaining an atmosphere free of discrimination and harassment. Security must follow the same rules as the rest of the Library.

Per section 23B of the Human Resources Manual this is notice of a five day unpaid suspension for violation of Policy 460 Policy against Discrimination, including sexual and racial harassment by your unacceptable behaviors, speech and actions. This is a very serious infraction. You were issued a counseling memo for inappropriate communication in the workplace on May 12, 2009.

You are to immediately act in a respectful manner in all your interactions on behalf of the Library and maintain appropriate work place behavior and communication. If you fail to speak/act in a respectful manner in the future the next discipline could result in termination. Retaliation against the employee making the allegation and any employee cooperating in the investigation is strictly forbidden. Any retaliation by you could result in termination.

The unpaid suspension begins April 3, 2010 and continues through April 9, 2010. Return to work on your first regularly scheduled shift after April 9, 2010. Read the attached policy 460 while on suspension and return the signature page with your signature to Human Resources upon your return.

The Library will be training all the employees of the Security Department on Policy 460 in the near future. Special training for you and the Security Chief will also be scheduled.

C: HR file, M Janero

Attachment: HR Policy 460

135 Investigation

This person Resigned

July of 2011

After charges Against him  
proved

17425 Employee

AND AFTER I  
RETURN FROM A  
5MO, LAY OFF  
WHICH JUST HAPPEN  
to take place 30 DAYS AFTER outcome)

EEOC FOIA 000029

**Interoffice**  
MEMORANDUM

CLEVELAND PUBLIC LIBRARY

**To:** All CPL Security Officers and Supervisors  
**From:** Sharon Tufts, Human Resources Administrator  
**Subject:** Interviews for An Investigation.  
**Date:** May 3, 2011



---

To: the CPL Security Officers and Supervisors

An investigation will be conducted in your department because Library management has received a staff complaint under HR Policy section 460, (EEO and Harassment). As Security Operations' staff you are aware of how investigations are conducted. Those who may have some relevant information about the issue under investigation are interviewed.

Per Human Resources Manual sections 460 and 480, employees are expected to cooperate in the investigation of any complaint relating to staff concerns about harassment, intimidation, unfair treatment, etc. Therefore **all** Security Officers and **all** Security Supervisors will be scheduled for an interview with Ms. Diane Citrino, who has been engaged to conduct the investigation. HR management is using an external investigator to bring an outsider's perspective to this process.

**Your interview will be scheduled in her office, the legal firm of Thacker Martinsek, LPA at 2330 One Cleveland Center, 1375 E. 9<sup>th</sup> Street at St. Clair Ave. The interview is on Library time, of course. You will be informed when your interview is scheduled by me or HR Administrative Asst., Beverly White-Yates.**

Any Security Officer that would like to have a union representative present when he/she is interviewed may do so; just inform me or Ms. White-Yates when you are scheduled. (Having a union representative present is not usually permitted in interviews of this type, however to encourage your participation, Library management is willing to permit it on a non-precedent setting basis.)

You may question if you are allowed to bring outside legal counsel into the investigatory meeting with Ms. Citrino. The answer is no. In internal Library matters between you and CPL, a Security Officer's sole representative is Teamsters local 244.

If you have questions or concerns regarding this memo, please feel free to contact me, x2890. Thank you for your anticipated cooperation.

C: Jarrell Williams, Teamsters local 244  
Melvin Abrams, Asst. Chief  
Myron Scruggs, Property Mgmt. Admin.

Security Investigation Memo 2011

10/10/11

Zimbra Collaboration Suite

mary.colston@cpl.org

Re: Investigation results

Wednesday, July 20, 2011 11:01:56 AM

From: larry.novotny@cpl.org

To: mary.colston@cpl.org

Cc: mscruggs@cpl.org; clombardo@cpl.org; Tom.Barnard@odnss.com

Dear Ms. Colston:

I am responding to your request for "Corrective Actions" as a result of the Diane Citrino" investigation.

As a result of the outside investigation a pre termination hearing was held June 27,2011 for Melvin Abrams, Assistant Security Chief. The charges were violation of HR Policy 460 Against Discrimination and Harassment and HR policy 480 Against Workplace Bullying. Mr. Abrams was placed on paid administrative leave on June 11,2011 until a decision was made. At the pre termination hearing, Mr. Abrams resigned from the Library. The resignation concluded the investigation.

Sincerely,  
Larry Novotny  
Asst. HR Admin.

Lawrence Novotny  
Assistant Human Resources Administrator  
Cleveland Public Library  
Human Resources  
325 Superior Avenue  
Cleveland, Oh 44114  
216-623-2894 (telephone)  
216-623-2883 (fax)  
lnovotny@cpl.org (email)  
http://www.cpl.org (library website)

----- Original Message -----

From: "Mary Colston" <mary.colston@cpl.org>  
To: "Larry Novotny" <larry.novotny@cpl.org>  
Cc: "Mary Colston" <mcolston@cpl.org>  
Sent: Monday, July 18, 2011 2:38:33 PM GMT -05:00 US/Canada Eastern  
Subject: Investigation results

Hello Mr.Novotny, I would like to respectfully request in writing at your earliest availability, the "Corrective Actions" that were taken regarding the reported Hostile Work Enviroment in our Security department that was performed by the Private Investigator Ms. Diane Citrino, that has been confirmed to have been completed.

*Mr. Abrams was suspended for making a threat  
To All that participated in the investigation that stabbed him in  
the back due to him carrying a FIRE ARM ITS WAS consider Aggravated  
Menacing and thats why he was on paid Admnstrative leave until  
his hearing And he then resigned on same date at his hearing  
He was DisArmed & Deactivated from Library  
access*

Zimbra Collaboration Suite

mary.colston@cpl.org

Re: Corrective Actions

Monday, July 25, 2011 10:03:55 AM

From: larry.novotny@cpl.org

To: mary.colston@cpl.org

Cc: mscruggs@cpl.org; clombardo@cpl.org; Tom.Barnard@odnss.com

Dear Ms. Colston:

The response on July 20, 2011 was complete. There were no other corrective actions taken.

Sincerely,  
Larry Novotny  
Asst. HR Admin.

Lawrence Novotny  
Assistant Human Resources Administrator  
Cleveland Public Library  
Human Resources  
325 Superior Avenue  
Cleveland, Oh 44114  
216-623-2894 (telephone)  
216-623-2883 (fax)  
lnovotny@cpl.org (email)  
<http://www.cpl.org> (library website)

----- Original Message -----

From: "Mary Colston" <mary.colston@cpl.org>  
To: "Larry Novotny" <larry.novotny@cpl.org>  
Cc: "Mary Colston" <mcolston@cpl.org>  
Sent: Monday, July 25, 2011 8:06:44 AM GMT -05:00 US/Canada Eastern

Mr. Novotny I did receive the "Corrective Actions for the Diane Citrino Investigation as I requested, I would like to say Thank you. Unfortunately the information you provided only indicated the Corrective Actions and Charges for Asstistant Chief Abrams. I would like to as well respectfully request in writing the Corrective Actions and Charges thus far, regarding Supervisor Floyd Garrett due to him being named in the completed investigation as well.

Mr. Garrett was Demoted as Lead Supervisor & was informed to return to work in Security Uniform Verses his Street Clothes and was to Rotate on a 3mo period to be on the Road & left the Same Day of his Demotion & never Returned FMLA was applied to his departure & is not Expected to return but this E-Mail indicates no Corrective actions was Taken against him & his accountability of guilt by Association he & Mr. Abrams worked together making the Environment a Hostile workplace when Mr. Abrams was suspended Mr. Garrett basically Bailed Out,

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF OHIO  
EASTERN DIVISION

MARY JANE COLSTON, )  
 ) **CASE NO. 1:12-CV-00204**  
 )  
 ) Plaintiff, ) **JUDGE JAMES S. GWIN**  
 ) **MAGISTRATE JUDGE BAUGHMAN**  
 )  
 v. )  
 ) **PLAINTIFF'S INITIAL DISCLOSURES**  
 )  
 CLEVELAND PUBLIC LIBRARY, et al., )  
 )  
 )  
 Defendant. )

---

Now comes Plaintiff by and through her counsel and hereby submits her **Initial**

**Disclosures** as follows:

**(I)** The name and, if known, the address and telephone number of each individual likely to have discoverable information—along with the subjects of that information—that the disclosing party may use to support its claims or defenses, unless the use would be solely for impeachment:

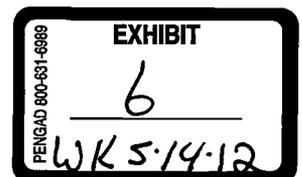
*Joseph Smith:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff.

*James Sutherland:* Is Union steward and has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff and grievances and all investigations. Aware of Abrams having his firearm taken after threats to plaintiff.

*Lou Slesinger:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff.

*Otto Arndt:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Witnesses HR threatening job of plaintiff on St. Patrick's Day. Aware of Abrams having his firearm taken after threats to plaintiff.

*David Washington:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff. Has knowledge that Plaintiff was hired to obtain sex from her.



*Anthony Roberts:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff. He was the first person to inform Plaintiff that Janero and Abrams were creating a paper trail to get Plaintiff terminated.

*Laverna Blasee:* She has knowledge of gender discrimination at CPL including her own mistreatment as an employee.

*Christopher Flak:* Has knowledge of gender discrimination; hostile work environment from 2009 to present; all complaints made by Plaintiff. All investigations. Aware of Abrams having his firearm taken after threats to plaintiff. He was the first person to inform Plaintiff that Janero and Abrams were creating a paper trail to get Plaintiff terminated.

**(II)** A copy—or a description by category and location—of all documents, electronically stored information, and tangible things that the disclosing party has in its possession, custody, or control and may use to support its claims or defenses, unless the use would be solely for impeachment:

- CBA between Local 244 and the CPL
- Plaintiff's private notes
- Defendants' harassment investigations initiated by Plaintiff
- CPL employee personnel files
- Email communications between CPL employees
- All correspondence between Plaintiff and CPL
- All documents produced in discovery
- CPL policies
- Police reports of menacing by CPL employee
- Similarly harassed individuals correspondence with CPL
- EEOC files
- Plaintiff reserves the right to use additional documents to support her claims as discovery continues
- Plaintiff's affidavits
- Affidavits of any of the individuals listed in these initial disclosures.

**(III)** A computation of each category of damages claimed by the disclosing party—who must also make available for inspection and copying as under Rule 34 the documents or other evidentiary material, unless privileged or protected from disclosure, on which each computation is based, including materials bearing on the nature and extent of injuries suffered:

Plaintiff is seeking punitive damages in an amount to be determined by the court; Plaintiff is seeking emotional distress, retaliation, negligent hiring retention and supervision, and constitutional damages in an amount to be determined by the court. Plaintiff is not limiting these damages in any way. To the extent Plaintiff has lost time from work for lay-off, plaintiff seeks the salary amount lost due to layoff. Defendant has

the total of those amounts but Plaintiff will be seeking the answers in her own discovery requests which shall provide Defendants with these answers. Further Plaintiff shall be seeking the amount of overtime that she might have been entitled based upon an average that defendants will have to tabulate and respond to in discovery requests forthcoming; but Plaintiff is not in possession of these exact figures at this time. Upon further discovery and calculating the extent of total damages Plaintiff will further supplement.

(IV) For inspection and copying as under Rule 34, any insurance agreement under which an insurance business may be liable to satisfy all or part of a possible judgment in the action or to indemnify or reimburse for payments made to satisfy the judgment: - None

Respectfully Submitted,

Steven J. Moody

STEVEN J. MOODY (0074731)

1370 Ontario, Suite 1240

Cleveland, OH 44113

(216)280-3293 phone

216-661-4283 fax

Stevenmoody1@yahoo.com

**CERTIFICATE OF SERVICE**

I hereby certify that on March 5, 2012 a copy of the foregoing was sent via e-mail

to the following:

Ellen Toth (#0056176)  
Thomas Bernard  
Ogletree Deakins Nash Smoak & Stewart P.C.  
127 Public Square  
4130 Key Tower  
Cleveland, OH 44114

George S. Crisci, Esquire  
Zashin & Rich Co., L.P.A.  
55 Public Square, 4<sup>th</sup> floor  
Cleveland, OH 44113

12323510.1 (OGLETREE)

## STAFF WELFARE AND ECONOMIC BENEFITS – 400

### Equal Employment Opportunity Policy Against Discrimination, Including Sexual and Racial Harassment- 460

(Change #220)

The Cleveland Public Library is firmly committed to providing equal employment opportunity to all qualified employees and applicants for employment. The Library does not discriminate on the bases of age (40 or over), disability, race, religion, sex, sexual orientation, creed, color, national origin or any other characteristic protected by federal, state or local law. The Library's commitment to equal opportunity encompasses all aspects of employment including application, training, work assignments, promotion, compensation, benefits, discipline and termination. This commitment includes a prohibition against workplace harassment, which may be a form of discrimination. Because there is sometimes a lack of understanding of what constitutes harassment, set forth below is an explanation. The prohibitions against sexual and racial harassment are included under the Library's policy against harassment and are defined in further detail below for purposes of clarification; however all forms of unlawful discrimination and harassment are prohibited by Library's policy.

#### Discrimination and Harassment Prohibited

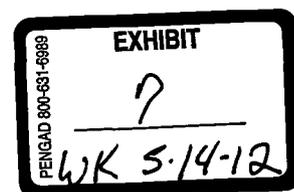
**460.1** This policy forbids any unwelcome conduct that is based on an individual's age, disability, race, religion, sex, sexual orientation, creed, color, national origin or any other characteristic protected by federal, state or local law. It is the policy of the Library to maintain a work environment free from all forms of unlawful discrimination including harassment.

#### Discrimination and Harassment Defined

**460.2** The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment because of that individual's protected status.

Among the types of unwelcome conduct prohibited by this policy are:

- **Verbal harassment**, such as epithets, slurs, slang, innuendo, jokes, negative stereotyping or suggestive comments because of that individual's protected status.



- **Physical harassment**, such as unwelcome touching, physical contact or intimidating acts because of that individual's protected status, or
- **Visual harassment**, such as gestures or the circulation or posting of written or graphic materials that denigrates or shows hostility or aversion toward individuals because of their protected status.

CPL policy prohibits such conduct even if it is not sufficiently severe or pervasive to constitute unlawful harassment. Under normal workplace circumstances, however, minor personality conflicts, routine differences of opinion or differences in work styles do not rise to the level of workplace harassment that violates this policy. In addition, appropriate supervisory conduct including, but not limited to, discipline, follow-up or monitoring of performance, is not a violation of this policy.

### **Racial Harassment**

**460.3** The Library strictly prohibits any verbal, visual or physical conduct that insults, degrades, stigmatizes or victimizes an employee on the basis of his or her race, ethnic background or national origin. This includes conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of such prohibited conduct includes, but are not limited to:

- Ethnic or racial slurs or epithets;
- Ethnic or racial innuendoes or slang;
- Negative stereotyping
- Suggestive comments, objects or pictures; or
- Jokes or derogatory names or words of an ethnic or racial nature.

Conduct of this nature is a serious violation of Library policy and will not be condoned or permitted. Any employee who is subjected to or believes he has been subjected to such harassment or discrimination, should immediately follow the Complaint Procedure and Investigation for Claims of Discrimination and Harassment set forth below.

## **Sexual Harassment**

**460.4** It has been, and shall continue to be, the policy of the Library to maintain a working environment free from sexual harassment and discrimination, retaliation or intimidation based on sexual harassment. The definition of Sexual Harassment under this policy includes harassment between people of the opposite sex and people of the same sex and between employees and patrons or vendors. The prohibited conduct includes, but is not limited to:

**Unwelcome sexual advances, requests for sexual favors, and all other verbal, visual or physical conduct of a sexual or otherwise offensive nature when:**

- Submission to such conduct becomes an implicit or explicit term or condition of employment.
- Submission to or rejection of this conduct is used as the basis for any employment decision.
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Verbal sexual harassment may include, but is not limited to:**

- Epithets, slurs, negative stereotyping or spreading sexually based rumors that show hostility toward individuals because of their gender.
- Epithets, vulgarity, whistling, unwelcome or derogatory comments or slurs of a sexual nature about an individual's body, appearance or dress that is not relevant to the work environment.
- Unwelcome sexual compliments, innuendos, suggestions or jokes.
- Questions about an individual's sexual activity, sexual proclivity or sexual interests.
- Requests for dates, social contact outside of the work environment, or sexual contact after such requests have received a negative response.

**Physical sexual harassment may include, but is not limited to:**

- Touching another individual when that touching is not welcomed, whether forcibly or not.
- Intimidating acts of a sexual nature.
- Impeding, interfering with or blocking the movement of another individual.
- Any unwelcome physical contact of a sexual nature, such as fondling, hugging, groping or rubbing against an individual's body.

**Visual sexual harassment may include, but is not limited to:**

- Leering, staring or ogling.
- The circulation, posting or use of written or graphic materials, either in hardcopy or electronically, that is sexually explicit or sexually derogatory in any work related setting.

The Library does not permit or condone sexual harassment of its employees in any form, whether committed by supervisors, other employees, or non-employees, including patrons, visitors and vendors. This policy applies to decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer and other privileges of employment.

**Sexual favoritism** is also forbidden by this policy. This may include, but is not limited to, the making of any employment decision based on sexual favoritism. Sexual favoritism occurs whenever a supervisor makes a decision based upon an employee's receptiveness to sexual advances. The Library prohibits such conduct even if it is isolated in nature and is not sufficiently widespread to create an issue of unlawful conduct.

**Personal relationships** between employees generally are not prohibited by Library policy; however, if any facet of the relationship affects the work environment in any way, the Library may take any and all corrective actions necessary in compliance with this Sexual Harassment policy, up to and including discharge.

## **Employee and Supervisor Responsibility**

**460.5** Each manager or supervisor is responsible for maintaining an atmosphere free of discrimination and harassment as defined above. All employees, including managers and supervisors, must notify their immediate supervisor, the Human Resources Administrator, the Assistant Human Resources Administrator or the Deputy Director of instances of discrimination or harassment or possible discrimination or harassment coming to their attention. Further, all employees are responsible for respecting the rights of their co-workers and others and for complying with this policy.

### **Scope of Policy**

This policy is intended to prevent situations from arising that may lead to allegations of harassment and/or discrimination. Therefore, the prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal or other laws prohibiting discrimination or retaliation. It is possible for an individual to violate this policy without violating the law. A determination that this policy has been violated is not equivalent to a violation of law. Everyone is expected to avoid behavior that could reasonably be interpreted as prohibited discrimination or retaliation.

### **Complaint Procedure and Investigation for Claims of Discrimination and Harassment**

An employee who believes that he or she has been discriminated against or harassed must immediately report the complaint as follows. Employees are encouraged to follow the steps below, but an employee may make a report directly to the Human Resources Department, the Deputy Director or the Director at any time.

1. Whenever possible, the Library encourages the employee to convey directly to the discriminator or harasser that the behavior is unwelcome and unacceptable.
2. If the employee feels uncomfortable approaching the employee directly or if the matter has not been resolved to the employee's satisfaction, then the employee should promptly report the incident to his or her supervisor and/or follow the procedure below.
3. An employee who believes that he or she has been discriminated against should promptly report the incident in writing to the Human Resources Administrator or the Assistant Human Resources Administrator. Under ordinary circumstances, "promptly report" will mean a report within seven

days of the alleged discriminatory act; however, employees are encouraged to report discrimination or retaliation at any time. If the employee feels uncomfortable making a written report, he or she should contact the Human Resources Department for assistance in preparing a written report.

4. If the employee feels uncomfortable reporting the incident to a Human Resources representative, he or she may report the alleged discriminatory act, in writing, to the Deputy Director or Director. If the employee feels uncomfortable making a written report, he or she should contact the Deputy Director or Director for assistance in preparing a written report.
5. A Human Resources representative, the Deputy Director, the Director or their designee will promptly investigate the allegations and notify the complainant of the results of the investigation. A Human Resources representative will notify the complainant in writing if the investigation will take more than fifteen days to complete.

### **Confidentiality**

Complaints will be kept confidential to the extent practical and appropriate under the circumstances.

### **Employee Cooperation**

Employees are expected to cooperate in the investigation of any complaint made pursuant to this policy and must comply with the Library's or its investigator's request for confidentiality. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

### **Consequences of Violations**

If the investigation reveals a violation of this policy, the offending party or parties may be subject to discipline, up to and including discharge.

### **Protection Against Retaliation**

The Library prohibits any form of retaliation against an employee who makes a report of discrimination or harassment or who participates in the investigation of a complaint. An individual found to have retaliated against an employee for reporting discrimination

or against anyone participating in the investigation of a complaint, may be subject to discipline, up to and including discharge.

If an employee believes he or she has been retaliated against for reporting discrimination or for participating in the investigation of a complaint, he or she should report the incident promptly, in writing, to the Human Resources Administrator or the Assistant Human Resources Administrator. If the employee feels uncomfortable reporting the incident to a Human Resources representative, he or she may report the alleged retaliatory act, in writing, to the Deputy Director or the Director. A Human Resources representative, the Deputy Director, the Director or their designee will promptly investigate the allegations. A Human Resources representative will notify the complainant in writing if the investigation will take more than fifteen days to complete.

### **False Accusations**

Knowingly making a false report is also a violation of this policy. This is not meant to discourage individuals from making good faith reports. Employees should not be reluctant to report information because they are uncertain of who will be believed and whether the allegation can be proved. The Library recognizes that possible outcomes of investigations include: (1) that a violation occurred; (2) that no violation occurred; or (3) that the Library cannot conclude whether a violation occurred. If a complaint is made in good faith, but no violation is found to have occurred, this does not mean that a complaint or report is a false accusation. However, if the Library determines that an employee knowingly made a false report, the employee may be subject to discipline, up to and including discharge.

Please sign and date below  
and return to  
Human Resources.

Cleveland Public Library  
EQUAL EMPLOYMENT OPPORTUNITY POLICY  
AGAINST DISCRIMINATION, INCLUDING  
SEXUAL AND RACIAL HARASSMENT  
SECTION 460

tear here

I have read the information in this booklet.

Name Mary Colston Date 5/14/10  
Mary Colston

PENGAD 800-831-6989  
EXHIBIT  
8  
WK 5.14.12

**STAFF WELFARE AND ECONOMIC BENEFITS -- 400**  
**Policy against Workplace Violence and Bullying – 480**  
(Change #222)

Cleveland Public Library is committed to protecting the safety and well being of its employees, patrons, visitors and vendors. It is the Library's intent to promote a work environment that is free from intimidation, hostility, threats and violence. We have provided examples of the types of behaviors that are prohibited below.

In addition, the Library intends to provide a workplace that is civil and respectful and free from bullying and intimidation. And although federal, state or local law does not prohibit workplace bullying if it is not covered by anti-discrimination, harassment or other employment or labor laws covering certain protected classes, CPL prohibits bullying of its employees. Because there is sometimes a lack of understanding of what constitutes bullying or intimidation, an explanation is set forth below.

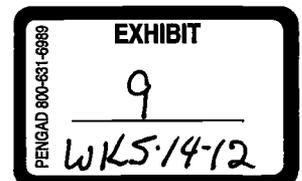
**Prohibited Conduct: Workplace Violence and Threats**

**480.1** CPL will not tolerate violence or threats against employees, patrons, visitors or vendors. Prohibited actions under this policy include, but are not limited to:

1. Threatening physical harm or violence against employees, patrons, visitors or vendors.
2. Threatening to damage property or equipment belonging to CPL or its employees, patrons, visitors or vendors.
3. Committing intentional physical harm or violence against employees, patrons, visitors or vendors.
4. Intentionally or recklessly damaging property or equipment belonging to CPL or its employees, patrons, visitors or vendors.
5. Using CPL facilities, property or equipment to convey or carry out a threat of violence, physical harm or damage to property or equipment belonging to CPL or its employees, patrons, visitors or vendors.

**Prohibited Conduct: Workplace Bullying or Intimidation**

- 480.2**
1. Physical bullying can include hitting, slapping, punching, biting employees, patrons, visitors or vendors or causing harm to their property.
  2. Verbal bullying can include repeated teasing, name calling, derogatory remarks, rumors, jokes, slurs, innuendos, demeaning comments, insults or epithets of employees, patrons, visitors or vendors.



3. Emotional bullying includes intimidation through gestures, drawing of cartoons, pranks, gestures, social exclusion or sabotaging or undermining of a person's work performance.

Bullying includes behaviors in addition to those prohibited by the Library's Policy Against Discrimination Including Sexual and Racial Harassment (Policy 460) that an employee may consider threatening, intimidating or humiliating. A single act typically does not constitute workplace bullying or intimidation, unless it is especially severe and egregious.

### **Scope of Policy**

- 480.3** All employees are responsible for respecting the rights of their co-workers and others and for complying with this policy.

This policy is intended to prevent situations from arising that may lead to allegations of unlawful or inappropriate behavior in the workplace. Therefore, the prohibitions of this policy are broader in scope than the legal prohibitions of state, federal or other laws prohibiting discrimination, harassment or retaliation. It is possible for an individual to violate this policy without violating the law. A determination that this policy has been violated is not equivalent to a violation of law. Everyone is expected to avoid behavior that could reasonably be interpreted as prohibited violence, threats, bullying or intimidation.

Under normal workplace circumstances, however, personality conflicts, routine differences of opinion or differences in work styles do not rise to the level of conduct that violates this policy. In addition, appropriate supervisory conduct including, but not limited to, discipline, follow-up or monitoring of performance, is not a violation of this policy.

### **How To Make A Report Of Violence or Threats or Bullying or Intimidation**

- 480.4** If you are a victim of or become aware of any violence or threats against employees, patrons, visitors or vendors including, but not limited to, the prohibited actions listed above, you must immediately contact your supervisor, Security, or Human Resources.

An employee who believes that he or she has been bullied or intimidated as defined in this policy must immediately report the complaint as follows. Employees are encouraged to follow the steps below, but an employee may make a report directly to the Human Resources Department, the Deputy Director or the Director at any time.

- Whenever possible, CPL encourages the employee to convey directly to the person engaging in the inappropriate conduct that the behavior is unwelcome and unacceptable.

- If the employee feels uncomfortable approaching the other employee directly or if the matter has not been resolved to the employee's satisfaction, then the employee should promptly report the incident to his or her supervisor and/or follow the procedure below.
- An employee who believes that he or she has been bullied or intimidated in violation of this policy should promptly report the incident in writing to the Human Resources Administrator or the Assistant Human Resources Administrator. Under ordinary circumstances, "promptly report" will mean a report within seven days of the alleged discriminatory act; however, employees are encouraged to report violations of this policy at any time. If the employee feels uncomfortable making a written report, he or she should contact the Human Resources Department for assistance in preparing a written report.
- If the employee feels uncomfortable reporting the incident to a Human Resources representative, he or she may report the issue, in writing, to the Deputy Director or Director. If the employee feels uncomfortable making a written report, he or she should contact the Deputy Director or Director for assistance in preparing a written report.
- A Human Resources representative, the Deputy Director, the Director or their designee will promptly investigate the allegations and notify the complainant of the results of the investigation. A Human Resources representative will notify the complainant in writing if the investigation will take more than fifteen days to complete.

#### **Confidentiality and Employee Cooperation**

**480.5** Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

Employees are expected to cooperate in the investigation of any complaint made pursuant to this policy and must comply with the Library's or its investigator's request for confidentiality.

#### **Consequences of Violations**

**480.6** Any employee violating this Policy will be subject to disciplinary action, up to and including discharge.

### **False Accusations**

**480.7** Knowingly making a false report is also a violation of this policy. This is not meant to discourage individuals from making good faith reports. Employees should not be reluctant to report information because they are uncertain of who will be believed and whether the allegation can be proved. The Library recognizes that possible outcomes of investigations include: (1) that a violation occurred; (2) that no violation occurred; or (3) that the Library cannot conclude whether a violation occurred. If a complaint is made in good faith, but no violation is found to have occurred, this does not mean that a complaint or report is a false accusation. However, if the Library determines that an employee knowingly made a false report, the employee may be subject to discipline, up to and including discharge.

**NEW: 11/20/08**