

# 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

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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.

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.

✓ C: M. Janero, J. Williams, Teamsters-244