

November 7, 2018 – Counseling session with myself, Irwin Felps, and Shelley Sebastian, Attachment to current FY 2019 Evaluation Planning Form

Irwin Felps and I thought we should speak with Shelley after her complaints to Mr. Felps the day before regarding her position and her supervisor. Her complaints were as follows:

- She feels her position should be an Admin Asst 5 position.
- She feels as if her supervisor is purposefully "holding her back"

In this discussion it was explained to her that this position had been upgraded several times over the years. She was also told that a position is not molded to fit an individual. Positions are determined based on agency needs and budget. She was reminded that she did receive two increases this year.

She complained about the recent policy that was adopted to allow employees to use annual leave when they run out of sick leave. It was explained to her that this policy was adopted because of her in an effort to help her since she is so low on sick leave. To help her!

At this point in the meeting, Ms. Sebastian complained about Kimberly Gann calling her insensitive, thinks she is smarter than everyone else, unsympathetic, and commented that she should understand since she has family that has headaches. Ms. Sebastian was asked to refrain from insulting Ms. Gann and making this personal.

Ms. Sebastian accused Mr. Felps of telling her that her supervisor (Kimberly Gann) has animosity toward her. Mr. Felps adamantly disagreed with Ms. Sebastian. She said that she is tired of being "bullied" and mentioned a lawsuit to which she was asked if this was a threat. Her prejudice against female supervisors was mentioned since she has expressed these views in the office, and is previously documented in other meetings with her. She was asked if "bullying" was because she is being asked to arrive at work on time and perform her duties. Note: She is late every day anywhere from 5 to 30 minutes. And this has been going on for several months. She had no answer.

In the end, Ms. Sebastian was told that as we have mentioned to her before, she must arrive to work on time. We are putting this request in writing as the verbal communication does not seem to work. She is late every day. She must keep her desk area clean and neat and remove the clutter of personal items under the desk area. This request has been made repeatedly but again this must be in writing at this point. She should keep up with her workload so that other employees are not doing this for her as this has occurred too much in the past.

Mr. Felps told Ms. Sebastian on three occasions during this meeting that she must follow the proper protocol, communicating with her supervisor directly, instead of circumventing her by reporting to him.

It should be noted that Ms. Sebastian's husband called in sick for her the next day on November 8, 2018. He asked for and spoke with Mr. Felps. Pat Sebastian said he had Family Medical Leave papers to drop by. This is very bizarre since a policy was changed in an effort to help Ms. Sebastian and no one has EVER denied her request for leave. She has been given a copy of the FMLA policy as of the date this is signed. Ms. Sebastian called in sick on Friday, November 9, 2018. She spoke with Ms. Gann.

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