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Website: www.onelakewood.com

Jean M. Yousefi, SPHR
Director of Human Resources

Notice of Pre-Disciplinary Meeting

February 11, 2016

Mr. Richard Uldricks
(By hand delivery)

Dear Mr. Uldricks:

This notice is provided to advise you that a pre-disciplinary meeting will be held at 3:00 p.m. on Friday, February 12, 2016 in the Mayor's Conference Room at City Hall to provide you with an opportunity to respond to the following allegations:

- 1) Falsification of your employment application. You failed to include all criminal convictions on your application and on the Applicant's Record Check form.**

The application you signed on February 17, 2015 states "I hereby certify that all information supplied herein is true, accurate and complete to the best of my knowledge. I understand and agree that any false statements, misrepresentations or omissions of fact contained in this application (or any accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered."

The Applicant's Record Check form you signed on April 22, 2015 states: "I fully understand that my failure to fully respond either yes or no to the above questions, or withhold any information regarding any conviction, or provide the requested information may result in my application being removed from consideration or may be cause for discharge from service after hire."

Human Resources Policy 7.02: Guidelines for Disciplinary Action and Penalties states under "Examples of Offenses A. Dismissal – 1st Offense":

The offenses listed under this heading are considered serious enough to warrant dismissal despite the fact that the employee committing the offense has not received previous discipline of any kind. This list is representative of types of

behavior the City considers serious enough to warrant immediate dismissal, and is not intended to be all-inclusive.

7. Misrepresentation, making false statements, or dishonesty of any kind, including but not limited to falsification of employment or related records.”

Human Resources Policy 3.05 Evaluation of Applicants states in part:

Otherwise qualified applicants may be eliminated from consideration for a position if the applicant:

1. makes a false statement of material fact on the employment application or other hiring documents;
 2. has committed or attempted to commit a fraudulent act at any stage of the selection process;
- E. If an applicant is hired and it is subsequently discovered that one (1) of the above disqualifying criteria apply, the employee may be disciplined or discharged as provided in this manual regardless of when the disqualifying criteria is discovered.

Your initial denial of any criminal history and later failure to disclose your entire criminal history are evidence of dishonesty and misrepresentation of your background prior to hire. Beyond the three convictions you disclosed on your Applicant's Record Check form you have also had convictions on other charges.

- 2) **Poor conduct toward residents. You sent anonymous postcards to two residents which were meant to be intimidating in nature.**

Human Resources Policy 1.03 Ethics of Public Employment states: “All employees shall maintain the highest ethical and moral standards and perform their duties within the parameters of the laws of the State of Ohio and other ordinances rules and regulations that may be set forth by the City. Employees should remember that their compensation is paid through taxes and user fees. Therefore, each employee assumes the responsibility to serve the public in an honest, effective and professional manner. Discourtesy or rudeness to the public will not be tolerated.”

Human Resources Policy 7.02: Guidelines for Disciplinary Action and Penalties states in part under “Examples of Offenses A. Dismissal – 1st Offense”:

19. Violations of ethical provisions and policies, including, specifically, violations of federal, state and local law.

Human Resources Policy 6.05: Employee Conduct Policy states in part:

- C. Courtesy is the key to good employee conduct. Courtesy means being helpful to the public and fellow employees. It means being tactful in dealings with the public and other employees.
- D. Integrity and initiative are also obvious signs of a good employee, as are attitude and appearance, which do more than reflect pride in your work and the City. They affect the opinions of those around you.
- E. The City of Lakewood requires all employees to conduct work activities in an honest, courteous and professional manner at all times."

Because of your position your conduct toward residents is of particular importance. Three official complaints have been made against you by residents. Additionally, you have admitted to police to sending the postcards.

3) Misuse of city computers. You utilized the city computer for personal reasons to conduct administrative functions on your personal website.

Human Resources Policy 6.09: Use of City Property states in part:

- A. City property and facilities are to be used exclusively for work related City business. Such property shall include, but not necessarily be limited to, copy machines, office supplies, tools, equipment and City vehicles.

Human Resources Policy 6.10 Computer, Internet and Electronic Mail states in part:

V. General Standards of Conduct for Internet Use:

- A. Employees should treat the Internet as a formal communications tool similar to the telephone, radio, video and written communications. All employees are responsible for their own actions and communications on the Internet.
- B. Employees are permitted to access the Internet for personal use only during non-working time and in full compliance with all terms of this and all other policies.
- C. Prohibited use of the City computers and/or electronic services:
 - 1. for political, commercial or for-profit purposes;
 - 7. to harass other users or to transmit materials likely to be offensive or objectionable.

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- F. Any employee who violates this policy or uses electronic services for improper purposes shall be subject to discipline, up to and including discharge and may face criminal and/or civil charges.

You have had multiple conversations even prior to being hired, with multiple managers about your use of city computers for personal or outside business and yet you persist in utilizing the computer for the Lakewood Citizen.

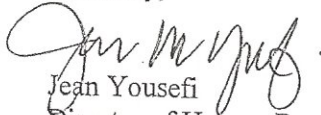
You have the right to appear at the meeting to present your oral or written statements in response to these charges. Any statements you make or response during this conference must be truthful. Untruthful statements may subject you to discipline.

The pre-disciplinary meeting will be conducted by Jean Yousefi, Director of Human Resources and Kevin Butler, Director of Law and Mayor Michael Summers.

If you have any questions in regard to this procedure, please contact Jean Yousefi at extension 6613 immediately.

You were informed of this hearing via letter on Thursday, February 11, 2016.

Sincerely,


Jean Yousefi
Director of Human Resources

cc: Mike Molinski, City Architect
Dru Siley, Director
Mike Summers, Mayor
Kevin Butler, Law Director
Eugene Byrne, Chairperson
Mary Simon, Steward

Received: _____
Richard Uldricks

February 12, 2016

To Whom It May Concern --

Please accept this letter of resignation from my employment with the city of Lakewood effective Tuesday, February 16, 2016.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Uldricks', with a long horizontal flourish extending to the right.

Richard Uldricks

