

member of the charity. The charity has no known affiliation with government functions. One of the responses to these emails was from a writer who apparently considered your message to be a charitable donation solicitation. The respondent said he could not honor such a request from a government employee and/or a government e-mail address.

Ms. Ward, you misrepresented to the requester the volume of documents regarding the TPIA request under state law, and you misinformed the Chief of Staff and me; you spent a significant amount of city time conducting your personal business rather than focusing on your work task. Your actions are in violation of the following COH policies:

Administrative Procedure 8-1, Use of City Information and City Information Technology Resources,

8.2.23 Using City IT resources for commercial purposes, private gain, in support of "for-profit" activities, or in support of other outside employment or business activity (such as consulting for pay, sales or administration of business transactions, or sale of goods or services);

8.2.24 Creating, soliciting, or transmitting campaign materials in connection with political, religious, charitable, fund-raising, or other non-City business activities that are not authorized by appropriate City personnel;

Administrative Procedure 3 - 10, Outside Employment,

5.1 Employees may not accept or undertake outside employment activities, unless authorized by their department director;

Code of Ordinances, Sec. 14-183 (7) Violation of certain standards,

An employee shall not use one's official position or the city's facilities, equipment or supplies, nor use or attempt to use one's official position to secure special advantage, privilege or exemption for the employee or others.

Ms. Ward, you not only understand, but also agree that your outside employment should in no way conflict or compete for your energy, mentally, or physically, with your City job nor shall it create a conflict between the public trust held by you in your capacity as an employee with COH. However, your actions proved otherwise.

Based on the above facts, you will be given a ten (10) day temporary suspension, without pay, for 80-hours, starting 12/12/17 through 12/21/17 *6 WAT*


Alan Bernstein, Assistant Director

Approved:

Signature:


Sylvester Turner, Mayor