

(Department's Letterhead)

LETTER TO COMPLAINANT

HAND DELIVERED

DATE

NAME

ADDRESS

Re: Workplace Conduct Complaint

Dear _____:

This letter is to advise you that _____ has been assigned/retained to investigate the above-referenced complaint. The investigation will be conducted over the next several weeks and a written report will be given to Angela Nalezny, Human Resources Director on approximately _____ date _____. She will subsequently provide the report to me. Based on the results of that investigation, I will determine what action is appropriate.

If you have any concern that _____ will not conduct a fair and impartial investigation, notify me immediately.

Please be advised:

1. You are hereby instructed to fully cooperate with this investigation.
2. You are instructed to make yourself available to the investigator for interview purposes on the dates and times, and at the places, that s/he designates.
3. You are hereby instructed to fully respond to questions asked of you by the investigator in connection with this investigation, and to do so in a completely truthful and forthcoming manner.
4. You are hereby instructed to provide the investigator any and all books, papers, documents and all other documents in your possession or control relating to this investigation that are requested from him/her.
5. You are hereby instructed that you are not to dispose of, remove, alter or conceal any books, papers, documents or other information or evidence regarding this investigation.
6. The investigation will be conducted as discreetly as possible. You are hereby instructed that, effective immediately, you are not to discuss the subject matter of this investigation with any other employee. Such discussion may give the appearance that you are

attempting to influence their possible testimony in this matter; or it may be interpreted to some as retaliation.

Please be advised that any of the information you provide to the investigator in connection with this investigation will be used by me and those whose jobs reasonably require access to determine if misconduct has taken place, and to what - if any - disciplinary action is warranted. Release of information gathered in the investigation is governed by the Minnesota Government Data Practices Act, M.S. Chapter 13. Other people and entities may be authorized by state or federal law to receive data supplied during the course of this investigation. These have been identified as persons within the department, Human Resources and the City Attorney's Office and those who have a need to have access to the information, law enforcement authorities and other parties who may be contacted during the course of the investigation. In addition, final disposition of any disciplinary action taken, together with the specific reasons for the action and data documenting the basis of the action, will become public data.

The City of Saint Paul does not tolerate offensive or discriminatory behavior, and it does not tolerate any retaliation towards anyone who complains about such behavior. Should either of these occur at any time, please let me know so that the situation can be stopped.

If you have any questions, please call me at _____.

Sincerely,

Director

C: Angela Nalezny, Human Resources Director
Gail Langfield, City Attorney's Office
Workplace Conduct file

(Department's Letterhead)

LETTER TO RESPONDENT

HAND DELIVERED

DATE

NAME

ADDRESS

Re: Workplace Conduct Complaint

Dear _____:

This letter is to advise you that _____ has been assigned/retained to investigate the above-referenced complaint. The investigation will be conducted over the next several weeks and a written report will be given to Angela Nalezny, Human Resources Director on approximately _____ date _____. She will subsequently provide the report to me. Based on the results of that investigation, I will determine what action is appropriate.

If you have any concern that _____ will not conduct a fair and impartial investigation, notify me immediately.

Please be advised:

1. You are hereby instructed to fully cooperate with this investigation.
2. You are instructed to make yourself available to the investigator for interview purposes on the dates and times, and at the places, that s/he designates.
3. You are hereby instructed to fully respond to questions asked of you by the investigator in connection with this investigation, and to do so in a completely truthful and forthcoming manner.
4. You are hereby instructed to provide the investigator any and all books, papers, documents and all other documents in your possession or control relating to this investigation that are requested from him/her.
5. You are hereby instructed that you are not to dispose of, remove, alter or conceal any books, papers, documents or other information or evidence regarding this investigation.
6. The investigation will be conducted as discreetly as possible. You are hereby instructed that, effective immediately, you are not to discuss the subject matter of this investigation with any other employee. Such discussion may give the appearance that you are

attempting to influence their possible testimony in this matter; or it may be interpreted to some as retaliation.

Please be advised that any of the information you provide to the investigator in connection with this investigation will be used by me and those whose jobs reasonably require access to determine if misconduct has taken place, and to what - if any - disciplinary action is warranted. Release of information gathered in the investigation is governed by the Minnesota Government Data Practices Act, M.S. Chapter 13. Other people and entities may be authorized by state or federal law to receive data supplied during the course of this investigation. These have been identified as persons within the department, Human Resources and the City Attorney's Office and who have a need to have access to the information, law enforcement authorities and other parties who may be contacted during the course of the investigation. In addition, final disposition of any disciplinary action taken, together with the specific reasons for the action and data documenting the basis of the action, will become public data.

The City of Saint Paul does not tolerate offensive or discriminatory behavior, and it does not tolerate any retaliation towards anyone who complains about such behavior. Do not take any retaliatory or hostile action towards _____.

If you have any questions, please call me at _____.

Sincerely,

Director

C: Angela Nalezny, Human Resources Director
Gail Langfield, City Attorney's Office
Workplace Conduct file

(Department's Letterhead)

LETTER TO WITNESS

HAND DELIVERED

DATE

NAME

ADDRESS

Re: Workplace Conduct Complaint against _____

Dear _____:

This letter is to advise you that you have been identified as a witness in a complaint of a violation of the City's Workplace Conduct Policy.

Please be advised:

1. You are hereby instructed to fully cooperate with this investigation.
2. You are instructed to make yourself available to the investigator for interview purposes on the dates and times, and at the places, that s/he designates.
3. You are hereby instructed to fully respond to questions asked of you by the investigator in connection with this investigation, and to do so in a completely truthful and forthcoming manner.
4. You are hereby instructed to provide the investigator any and all books, papers, documents and all other documents in your possession or control relating to this investigation that are requested from him/her.
5. You are hereby instructed that you are not to dispose of, remove, alter or conceal any books, papers, documents or other information or evidence regarding this investigation.
6. The investigation will be conducted as discreetly as possible. You are hereby instructed that, effective immediately, you are not to discuss the subject matter of this investigation with any other employee. Such discussion may give the appearance that you are attempting to influence their possible testimony in this matter; or it may be interpreted to some as retaliation.

Please be advised that any of the information you provide to the investigator in connection with this investigation will be used by me and those whose jobs reasonably require access to determine if misconduct has taken place, and to what - if any - disciplinary action is warranted. Release of information gathered in the investigation is governed by the Minnesota Government Data Practices Act, M.S. Chapter 13. Other people and entities may be authorized by state or federal

law to receive data supplied during the course of this investigation. These have been identified as persons within the department, Human Resources and the City Attorney's Office and those who have a need to have access to the information, law enforcement authorities and other parties who may be contacted during the course of the investigation. In addition, final disposition of any disciplinary action taken, together with the specific reasons for the action and data documenting the basis of the action, will become public data.

The City of Saint Paul does not tolerate offensive or discriminatory behavior, and it does not tolerate any retaliation towards anyone who complains about such behavior. Should either of these occur at any time, please let me know so that the situation can be stopped.

If you have any questions, please call me at _____.

Sincerely,

Director

C: Angela Nalezny, Human Resources Director
Gail Langfield, City Attorney's Office
Workplace Conduct file

(Department's Letterhead)

INVESTIGATION RESULTS TO COMPLAINANT

HAND DELIVERED

(Date)

(Complainant)

RE: Complaint regarding Workplace Conduct Policy

Dear:

On (date) you informed us of certain behavior by (name of Respondent) which lead to an investigation under the City's Workplace Conduct Policy. That investigation was completed on (date).

Under Minnesota Law, the results of the investigation and any action the City takes, if applicable, are considered private data on (NAME OF RESPONDENT). If that action is in the form of discipline, it will be public data when the discipline is in final disposition meaning that the grievance timelines have elapsed or the grievance has been completely through the grievance process.

The City of Saint Paul does not tolerate offensive, violent, or discriminatory behavior, and it does not tolerate any retaliation towards anyone who complains about such behavior. Should either of these occur at any time, please let me know so that I can respond appropriately. Also I will contact you three months from now to make sure you have not suffered any such behavior.

Sincerely,

(Department or Office Director)

c: Angela Nalezny, Human Resources Director
Gail Langfield, Office of City Attorney

(Department's Letterhead)

INVESTIGATION RESULTS TO RESPONDENT

HAND DELIVERED

Date

(Respondent)

RE: Complaint regarding Workplace Conduct Policy

Dear:

On (date) I became aware of allegations of behavior on your part which, if true, would violate the City Workplace Conduct Policy. This led to an investigation that was completed on (date). My review of the results of the investigation leads me to conclude that the complaint should be (substantiated) (unsubstantiated).

IF SUBSTANTIATED: I find that you did the following: *(description of the behavior)*.

Based on this finding, I have determined that *(description of discipline)*.

[Inform Respondent of any procedural rights s/he may have under civil service, collective bargaining agreements or veteran's preference].

Further you are directed that this behavior must stop, or more serious discipline, including termination, may occur.

The City of Saint Paul does not tolerate offensive, violent or discriminatory behavior, and it does not tolerate any retaliation towards anyone who complains about such behavior. You are directed not to take any hostile or retaliatory action towards (Complainant).

Sincerely,

(Department or Office Director)

c: Angela Nalezny, Human Resources Director
Gail Langfield, Office of City Attorney

(Department's Letterhead)

THREE-MONTH FOLLOW-UP REPORT

TO: Human Resources Director, City of Saint Paul

FROM: (Department or Office Director)

DATE:

RE: COMPLAINT OF (Complainant)

This is the report concerning the three-month follow-up of the above-referenced complaint. On (date, name) spoke with the Complainant. S/he stated that the offensive behavior (has) (has not) stopped. S/he also stated that there (has) (has not) been any hostile or retaliatory conduct.

(If there has been further misbehavior, the director should describe the behavior, and describe the actions taken to stop the behavior.)

Sincerely,

Department Director or Office Director

c: Gail Langfield, Office of City Attorney



City of Saint Paul

**Workplace Conduct Policy
*Acknowledgment Form***

I have received a copy of the City of Saint Paul Workplace Conduct Policy and have reviewed same. I understand that if I have any questions or concerns about the application of this policy or about the policy itself, I may contact my supervisor, my Department/Office Director or the Director of Human Resources (266-6515).

I understand that alleged violations of this policy will be investigated and, if proven, could lead to disciplinary measures for the person who violates the policy.

Employee's Name (Please print): _____

Employee's Signature: _____

Department: _____

Date Signed: _____

This signed acknowledgment form will be kept on file by each department.