



CITY OF CLEVELAND
Mayor Frank G. Jackson

Good Afternoon,

The Department of Human Resources has received several emails and telephone calls from staff within the Cleveland Department of Public Health (CDPH); the calls and emails center around questions and concerns on department moral, employee workplace complaints, workforce attrition and departmental management styles. The Department of Human Resources issued several workforce improvement recommendations specific to Cleveland Department of Public Health. Human Resources developed a workforce improvement action plan which I will administer and monitor in coordination with Martin Flask, Executive Assistant to the Mayor.

As some of you are aware, Human Resources re-opened an internal Equal Employment Opportunity (EEO) investigation; this investigation will be led by Martin Flask. Human Resources will forward all documents in our possession to him. He will conduct interviews with all personnel identified by Human Resources. **If any other employee within CDPH would like to speak with him** (in person, over the phone or wishes to remain anonymous) he can be contacted by telephone (216) 420-7606 (office), (216) 857-7239 (mobile) or email MFlask@city.cleveland.oh.us. To the extent permitted by Law, your emails, documents, and any subsequent conversations will remain confidential.

The City of Cleveland promotes a workplace that values and respects the dignity of the individual and that is free of harassment and unlawful discrimination based on sex, race, color, religion, national origin, age, marital status, sexual orientation, disability, military/veteran status and any other basis protected by state, or local law which has jurisdiction over the employee. **Harassing and discriminatory behaviors are unlawful and will not be tolerated.**

As stated in the HR Policy and Procedures manual, "*The City of Cleveland will hold accountable all appointing authorities, management and supervisory representatives and employees for their compliance with both the spirit and intent of federal, state and local legislation, government regulations, rules, guidelines and executive orders in providing Equal Employment Opportunity.*"

Further, pursuant to the progressive disciplinary policy if inappropriate conduct is found, then conduct will be evaluated considering the following factors:

- Level of disruption to City business.
- Level of harm to City interests.
- Level of damage to the public's trust and confidence in City of Cleveland government.
- The employee's position and the degree of responsibility inherent in the position (i.e., supervisory vs. non-supervisory positions). Employees who occupy a supervisory or management position are held to a higher standard of conduct commensurate with the level of leadership required of them.
- Whether the employee's conduct is part of a continuing problem.
- Whether the employee's conduct put a co-worker, vendor or customer's safety and/or security at risk.
- Whether the employee's honesty and veracity is brought into question.
- Whether there are extenuating mitigating circumstances.
- Whether the inappropriate factor involves a violation of the City's Ethics Policy.

Any employee who is found to be in violation of City Policy, Civil Service Rules or federal, state, or local laws will be subject to a pre-disciplinary conference and subject to disciplinary action up to and including discharge from employment.

If you have questions related to this email contact myself or Martin Flask directly (my contact information is below).

Thank you and stay safe.

Nycole D. West, Director
Department of Human Resources