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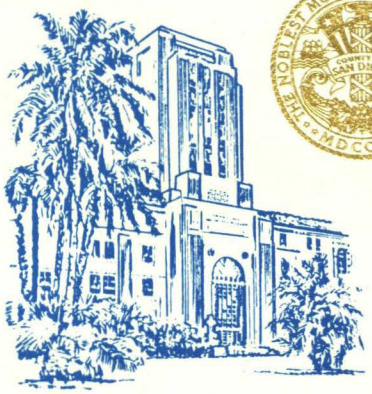

SAN DIEGO COUNTY BOARD OF SUPERVISORS

LEON L. WILLIAMS, SUPERVISOR

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COUNTY SUPERVISORS ASSOCIATION OF CALIFORNIA

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SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

METROPOLITAN TRANSIT DEVELOPMENT BOARD

SAN DIEGO WATER AUTHORITY WATER RECLAMATION ADVISORY COMMITTEE

REGIONAL TASK FORCE ON THE HOMELESS

1600 PACIFIC HIGHWAY • SAN DIEGO, CALIFORNIA 92101 • (619)531-5544

DATE: NOVEMBER 14, 1991

TO: TONY YOUNG
LEGISLATIVE ASSISTANT

FROM: DON ABEL
CHIEF OF STAFF

SUBJECT: UNSATISFACTORY JOB PERFORMANCE

THIS MEMO SERVES AS A WRITTEN WARNING OF THE SERIOUS CONSEQUENCES RESULTING FROM YOUR WORK PERFORMANCE OVER THE LAST SEVERAL WEEKS. AS YOU RECALL, DURING YOUR PERFORMANCE REVIEW, YOU WERE TOLD THAT COMPLETE STAFF WORK, PROACTIVE TASKS AND ACTIVITIES AND DEDICATION AND COMMITMENT TO THOROUGH FOLLOW UP WERE REQUIRED TO SUCCESSFULLY PERFORM YOUR JOB. SINCE THAT TIME, YOU HAVE NOT DEMONSTRATED THOSE SKILLS AND ATTRIBUTES AS YOU HAVE GONE ABOUT THE BUSINESS OF PERFORMING YOUR JOB.

THE TYPE OF BEHAVIOR AND PERFORMANCE WHICH YOU HAVE EXHIBITED, INCLUDE LATE FOR WORK, ABSENCE FROM COMMUNITY EVENTS TO PROVIDE STAFF SUPPORT TO THE SUPERVISOR, LACK OF FOLLOW UP ON INVITATIONS AND PROJECT ASSIGNMENTS. IN ADDITION, YOU HAVE CONSISTENTLY FAILED TO KEEP YOUR SUPERVISOR INFORMED OF THE STATUS OF YOUR WORK AND PROJECTS ON WHICH YOU HAVE BEEN WORKING. YOUR WORK HABITS AND ORGANIZATION OF YOUR WORK WERE CLEAR INDICATIONS OF LACK OF EFFORT AND COMPREHENSIVE RESEARCH AND FOLLOW UP AND ADVANCE PLANNING. I HAVE CONCLUDED THAT THE MAJOR CAUSE OF YOUR PERFORMANCE DEFICIENCY IS LACK OF COMMITMENT AND EFFORT PUT FORWARD TO COMPLETE TASK IN A PROFESSIONAL AND HIGH QUALITY MANNER.

THEREFORE , UNLESS BY THE END OF NOVEMBER YOU DEMONSTRATE DRAMATIC IMPROVEMENT, AND COMMITMENT AND COMPREHENSIVE STAFF WORK ON YOUR TASKS AND ASSIGNMENTS ADDITIONAL ACTIONS WILL BE TAKEN. YOUR METHOD AND STYLE OF WORKING MUST BEGIN TO IMPROVE IMMEDIATELY. THE ACTIONS WHICH WILL BE TAKEN BASED ON YOUR PERFORMANCE, MAY INCLUDE YOUR THE PERMANENT TERMINATION OF YOUR POSITION FROM THE STAFF OF THIS OFFICE. I WILL REVIEW YOUR PERFORMANCE AND PROGRESS THE FIRST WEEK IN DECEMBER.

Recycled paper

I SINCERELY HOPE YOU TAKE THE NECESSARY ACTIONS TO IMPROVE YOUR WORK HABITS, MY SUPPORT AND ASSISTANCE CONTINUES TO BE AVAILABLE TO YOU.

CC: LEON WILLIAMS