
From: Julie Cloud </o=first organization/ou=first administrative group/cn=recipients/cn=jcloud>
Sent: Friday, November 25, 2011 10:35 AM
To: Karin Magnelli; Pat Thomson
Subject: FW: Work Schedule
Attachments: staff expectations.pdf

Fyi...I've sent an email to Julie McCormick. Pat could you please plan to be present when Julie meets with RL to discuss expectations. I believe we specifically want to address the gossiping and supporting the supervisor and the agency whether she agrees or not.

I would suggest having the standards of conduct and the ethics and values policies and the Director's employee expectations to go over and discuss with her and give to her and get a commitment from her that she will adhere to those policies.

The Director's employee expectations part of NEO and I believe have been shared with current employees. When Rhonda was hired in 2008 she would have been given a copy of Director's expectations under Callicutt's signature...it was part of the NEO binder for that big group of hires.

Karin, didn't Kathie also said that every complaint or allegation that RL makes about a policy/rule/law violation needs to be addressed with questions back to her (in writing) about specifics of what she is reporting; e.g., who, what, where, why, witnesses, etc. put in writing by RL to Julie or another supervisor. Then we document our fact finding or if RL didn't provide any specifics. This probably ought to be the standard for all supervisors.

Also, be sure that RL is told of any changes in policy or procedure that occurred during her absence.

Thanks...Julie

Julie Cloud
Human Resource Officer
Dept. of Juvenile Corrections
954 W. Jefferson
Boise, ID 83720
208-577-5440
julie.cloud@idjc.idaho.gov

I've decided that the stuff falling through
the cracks is confetti and I'm having a party!
----Betsy Canas Garmon

From: Julie Cloud
Sent: Friday, November 25, 2011 9:55 AM
To: Rhonda Ledford
Subject: RE: Work Schedule

LEDFORDSSD113919

Good morning Rhonda, I did receive your email and two unrestricted return to work releases in my email inbox on Wednesday, 11/23/11 at 10:50 pm. I accessed these when I returned to work Friday morning, 11-25.

Schedules are set in advance and even though you had given verbal notice of a return to work pending medical releases the Department wanted to be assured that the written work releases did authorize a full, unrestricted return to work. Please plan to return to your regular work schedule beginning Tuesday, December 6 at 8 a.m.

Thank you, Julie

Julie Cloud

Human Resource Officer
Dept. of Juvenile Corrections
954 W. Jefferson
Boise, ID 83720
208-577-5440
julie.cloud@idjc.idaho.gov

I've decided that the stuff falling through
the cracks is confetti and I'm having a party!
----Betsy Canas Garmon

From: Rhonda Ledford
Sent: Wednesday, November 23, 2011 10:50 PM
To: Julie Cloud
Subject: RE: Work Schedule

Ms. Cloud,

Yes, I realize that I need to provide a written release to return to work prior to actually returning to work, which was the point. Your November 3, 2011 letter requests that I inform you of the date I plan to return to work; per Dr. [REDACTED] and Ms. [REDACTED] the date of my release to return to work is 11/28/11. Therefore I have informed you of the date of my release. Your letter, as well as my FMLA paperwork, states that I am required to provide a full medical release from both providers prior to returning to work, and I have kept you informed of the status of my ability to provide these prior to actually returning to work. I verified with my providers that I will receive both releases this week and relayed to you that I will have them prior to returning.

I received both release to return to work forms this evening which I have attached to this email. Since I informed you of my return date and that I would receive and send the written releases to you prior to such date, I see no reason I could not have been tentatively put on the schedule pending receipt of my written releases.

I would appreciate it if you could please verify that you received this email and the attached releases. Thank you.

Rhonda Ledford

From: Julie Cloud
Sent: Wed 11/23/2011 4:55 PM
To: Rhonda Ledford
Subject: FW: Work Schedule

Hi Rhonda, Department policy states that an employee may be required to provide a medical release to return to work from their medical practitioner and that the employee must be notified of that requirement in advance writing on the FMLA Designation Notice. The FMLA Designation Notice issued to you on August 9, 2011 states:

LEDFORDSSD113920

You will be required to provide a fitness-for-duty certificate from your health care provider to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided.

My letter dated November 3, 2011 again emphasized this requirement that you will be required to provide a full medical release from both of your providers before you return to work. While you have indicated that you have been given a verbal release by your medical providers, the FMLA Designation Notice as well as your communications with me has required a written release from both of your medical providers prior to returning to work.

It is necessary for the Department to receive your releases in advance of your actual return to work date due to the shift nature of Safety and Security Officer position and the need to schedule staff for adequate coverage of the Safety and Security Officer functions.

As we previously discussed, you will return to your former schedule, which my notes indicate was Tuesday, Wednesday, Thursday, 8 am to 4 pm and Friday/Saturday, 6 am to 2 pm.

Thank you, Julie

Julie Cloud

Human Resource Officer
Dept. of Juvenile Corrections
954 W. Jefferson
Boise, ID 83720
208-577-5440
julie.cloud@idjc.idaho.gov

I've decided that the stuff falling through
the cracks is confetti and I'm having a party!
----Betsy Canas Garmon

From: Rhonda Ledford
Sent: Wednesday, November 23, 2011 3:12 PM
To: Pat Thomson
Cc: Julie Cloud
Subject: RE: Work Schedule

Mr. Thomson,

I have informed Ms. Cloud twice that I have been given a verbal release to return to work on 11/28/11. I have not received a letter from Dr. [REDACTED] yet, however I followed up with his office on Monday 11/21/11 and was informed they mail it that day. I should receive it today but will not know until my mail is delivered. Ms. [REDACTED] stated she would complete a release to return to work today and I could pick it up from her today. I will be sending whatever release information to your office today when I have them.

Per Ms. Cloud's letter of November 3, 2011, the department was requesting that I inform them as to the date I plan to return to work and that I am required to provide a full medical release from both providers prior to returning to work. I am uncertain as to why you are unable to schedule me for the week of November 28th? I provided the date I was released to return to work instead of the date I planned to return as I am not certain if I will still be scheduled Tuesday thru Saturday. I will also be providing releases from both providers prior to actually returning. Since I have met the outline of requests I would like to be scheduled next week and your office will have my release to return to work from both providers prior to my return.

Rhonda Ledford

LEDFORDSSD113921

From: Pat Thomson
Sent: Wed 11/23/2011 2:46 PM
To: Rhonda Ledford
Cc: Julie Cloud
Subject: Work Schedule

Rhonda,

This is to confirm a voice mail message that I left on your home phone at approximately 2:30 p.m. We have not received your releases to return to work from your providers by the 2:00 p.m. deadline on November 23rd. As a result IDJC was not able to schedule you to work during the week of November 28.

In order to place you on the schedule for the week of December 5th, we need to have your releases to return to work as soon as possible but no later than November 30th at 2:00 p.m. in our headquarters office.

If you have any questions please call Julie Cloud at 577-5440 or you can contact me as well.

Pat Thomson
Sr. Human Resource Specialist
Dept. of Juvenile Corrections
Direct Line (208) 577-5441
Fax (208) 334-5120