



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING  
GRANTS MANAGEMENT CENTER

July 12, 2017

MEMORANDUM FOR: (b)(6), Grants Management Center, PG

FROM: Cedric A. Brown, Director, Grants Management Center, PG

SUBJECT: Letter of Reprimand

This is a Letter of Reprimand being issued to you for failure to follow instructions. Your conduct regarding time and attendance is unacceptable and will no longer be tolerated in the workplace.

On April 27, 2017, I issued you a counseling memorandum for your failure to follow instructions on providing proper, timely and sufficient notification to me as your supervisor for your absences and to advise you of the hours which you are approved to work. However, despite several occasions of verbal counseling, and the written instructions provided to you, you have failed to improve your conduct in this area. Specifically, you failed to follow instructions as noted below.

**Charge: Failure to Follow Instructions**

Specification 1: On July 5, 2017, you were absent from work without approved leave. You did not request leave from me. You failed to follow time and attendance procedures for the workplace. Your leave was recorded as absent without leave, AWOL.

Specification 2: On July 6, 2017, you were absent from work. You sent me an email at 5:17am that read: "I will be out of the office today July 6, 2017 on annual leave." However, the April 27, 2017 memorandum informed you: "When unexpected emergencies arise, or the need to be absent on less than a 24-hour notice, you should speak to me directly, or call me by telephone to communicate your need to be absent. You should indicate the reason for the absence, the type of leave requested, the expected duration of the leave and any work assignments you have that will be impacted. An email notification should be used only as a secondary and supplemental form of notification in emergency or short-notice situations. Direct conversation, or a telephone conversation (message) are still required. Nevertheless, the telephone or email message should include a telephone number at which you can be reached." You failed to follow instructions.

Specification 3: On July 7, 2017, you sent to me two work related emails at 6:30am, which is outside of the hours for which you are approved to work. However, the April 27, 2017 memorandum informed you: "You are reminded that your official work schedule is a flexi-tour of 8:00 AM – 4:30 PM, Monday through Friday. This allows you to flex and start as early as 7:00 AM, but no earlier." You failed to follow instructions.

I am issuing you this Letter of Reprimand to remind you of the necessity to either request and obtain approval for leave in advance of an absence; to provide proper and timely notifications of unscheduled

absences in accordance with the instructions you have been provided; and to work the hours which you are approved to work.

Your conduct, as described above, is unacceptable and will not be tolerated in the workplace. Therefore, you should not construe the relative leniency of this Official Reprimand as my, or the Department's, condoning this type of behavior. According to HUD Handbook No. 0752.02 Revision-3, Table of Offenses and Penalties, further acts of misconduct may result in greater disciplinary or other corrective action being initiated against you. You are expected to comply with all policies and procedures in the U.S. Department Housing and Urban Development, including the HUD/AFGE Collective Bargaining Agreement. If you continue to display the unacceptable behavior noted in this official reprimand, I will initiate further disciplinary action against you to promote the efficiency of the service.

This Official Reprimand will be placed in your Official Personnel Folder for up to two (2) years.

If you are experiencing problems, I encourage you to seek assistance through the Department's Employee Assistance Program (EAP). Participation in the EAP is voluntary, and your discussions are kept strictly confidential. You can contact the EAP counselors located in the Health Unit in Headquarters, or by calling (202) 708-1726 or 1-800-222-0364. If you need further information about EAP, you can call the EAP staff on (202) 708-0523.

**Attachment:**

Counseling Memorandum dated April 27, 2017.

**Acknowledgement of Receipt:**

You are requested to sign and date a copy of this document acknowledging receipt. Your signature does not imply your agreement with the content of the document. It merely acknowledges receipt of the document. Failure to sign and date this document will not negate this action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hand Delivered to (b)(6) on July 12, 2017.

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