

ASI PERFORMANCE WARNING NOTICE

Associated Students, Inc.

California State University, Los Angeles

Name: William Hess	Date: 11/17/17
Position: Graduate Academic Senator	Area: Associated Students, Inc.

INCIDENTS

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Unexcused absenteeism <input type="checkbox"/> Unexcused tardiness <input type="checkbox"/> Early Departures from meetings <input type="checkbox"/> Failure to notify Direct Report of absence from work station <input type="checkbox"/> Theft of company property <input checked="" type="checkbox"/> Discourtesy to public or coworkers <input type="checkbox"/> Failure or refusal to perform assigned duties <input type="checkbox"/> Unauthorized access and/or distribution of confidential information <input type="checkbox"/> Misrepresentation of time keeping <input type="checkbox"/> Failure to report to office hours <input type="checkbox"/> Insubordination, refusal to comply with instructions or failure to perform reasonable and assigned duties <input type="checkbox"/> Use of work time for non-work-related or personal matters <input checked="" type="checkbox"/> Other (explain below) | <ul style="list-style-type: none"> <input type="checkbox"/> Violation of safety rules <input type="checkbox"/> Inability to accomplish work at an effective level <input type="checkbox"/> Misuse of company property <input type="checkbox"/> Engaging in practices inconsistent with U-SU/ASI policies or procedures <input type="checkbox"/> Sleeping on duty <input type="checkbox"/> Securing leave under false pretenses <input type="checkbox"/> Fighting or engaging in horseplay <input type="checkbox"/> Harassment and/or discrimination of other employees <input type="checkbox"/> Unexcused absence from required meeting/training <input type="checkbox"/> Inappropriate or excessive phone usage/computer <input type="checkbox"/> Unauthorized access to private offices/areas |
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DESCRIPTION OF INCIDENTS: (Include dates, times and names of witnesses, if any)

"I'm a voting member and you're not, so your vote doesn't matter" – William Hess. Harsh Tone and interrupting Zermeen during a conversation. During the Ad-hoc biweekly meeting, William went over the rules and ignored parliamentary procedures without permission from the chair and against warnings from the parliamentary.

Dear William Hess,

On Wednesday, November 8, 2017 a complaint was shared regarding your behavior towards ASI member Zermeen Vakil. It was shared during the ASI Workflow and Biweekly Ad Hoc Committee Meeting you verbally discounted and disrespected Ms. Vakil during an open discussion. Per Policy 22, ASI Ethics Policy Section, 7, you failed to extend Ms. Vakil the required and expected level of respect outlined in policy:

Members must work effectively with coworkers, customers and the campus community by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds.

Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public. No ASI member shall engage in practices which contribute to a workplace or learning environment that is hostile, intimidating, or offensive.

In order to continue to participate in Associated Students Inc., it is important that going forward you adhere to policy expectations of respecting ASI members in meetings and in the office.

In an effort to avoid additional performance notices you will need to If you have any questions regarding this notice, please email David Zitser at asipres@calstatela.edu or Neyda Umana, VP for Academic Governance asivpag@calstatela.edu.

(If more space is required, use attachments)

Direct Report Signature:



Date:

11/17/17

I have been given a copy of this warning notice and understand that a copy will be placed in my official file. I understand that my signature does not mean that I agree with the content of this notice. I also understand that I may prepare a written statement explaining or disagreeing with the content of this notice and that my statement will also be placed in my official personnel folder.

Signed _____

Date _____

(Note to Direct Report, if the student leader refuses to sign, give the student leader a copy of this performance warning and indicate that the student leaders refuses to sign.)