

ASI PERFORMANCE WARNING NOTICE

Associated Students, Inc.

California State University, Los Angeles

Name: William Hess	Date: 2/21/18
Position: Graduate Academic Senator	Area: Associated Students, Inc.

INCIDENTS

- | | |
|---|--|
| <input type="checkbox"/> Unexcused absenteeism | <input type="checkbox"/> Violation of safety rules |
| <input checked="" type="checkbox"/> Unexcused tardiness | <input type="checkbox"/> Inability to accomplish work at an effective level |
| <input type="checkbox"/> Early Departures from meetings | <input type="checkbox"/> Misuse of company property |
| <input type="checkbox"/> Failure to notify Direct Report of absence from work station | <input type="checkbox"/> Engaging in practices inconsistent with U-SU/ASI policies or procedures |
| <input type="checkbox"/> Theft of company property | <input type="checkbox"/> Sleeping on duty |
| <input checked="" type="checkbox"/> Discourtesy to public or coworkers | <input type="checkbox"/> Securing leave under false pretenses |
| <input checked="" type="checkbox"/> Failure or refusal to perform assigned duties | <input type="checkbox"/> Fighting or engaging in horseplay |
| <input type="checkbox"/> Unauthorized access and/or distribution of confidential information | <input type="checkbox"/> Harassment and/or discrimination of other employees |
| <input type="checkbox"/> Misrepresentation of time keeping | <input checked="" type="checkbox"/> Unexcused absence from required meeting/training |
| <input type="checkbox"/> Failure to report to office hours | <input type="checkbox"/> Inappropriate or excessive phone usage/computer |
| <input checked="" type="checkbox"/> Insubordination, refusal to comply with instructions or failure to perform reasonable and assigned duties | <input type="checkbox"/> Unauthorized access to private offices/areas |
| <input type="checkbox"/> Use of work time for non-work-related or personal matters | |
| <input type="checkbox"/> Other (explain below) | |

DESCRIPTION OF INCIDENTS: (Include dates, times and names of witnesses, if any)

William has not communicated the progress of his work nor submitted committee reports to his direct report, ASI VPAG Neyda Umana, since the end of the Fall Semester 2017. The following is an account of attempts to retrieve those documents.

- On 11/21/17, an email was sent to all ASI Academic Senators requesting a one-on-one meeting to review the Fall Semester.
- On 12/6/17, an email was sent directly to William requesting a one-on-one meeting by 12/15/17.
- On 12/9/17, it was agreed via text that the meeting would take place on 12/15/17.
- On 12/15/17, William did not show, nor did he notify his direct report, ASI VPAG Neyda Umana.
- On 12/20/17 and 1/3/18, additional attempts to communicate with William were made via email. There was no response.

In regards to absenteeism and tardiness, the following has been documented.

- On 1/22/18, William was absent from the first Cabinet of Academic Senators meeting without prior notification provided to his direct report, ASI VPAG Neyda Umana.
- On 2/19/18 William arrived late to the Cabinet of Academic Senators meeting without prior notification provided to his direct report, ASI VPAG Neyda Umana.

Concerning courtesy and civility in public meeting spaces, on 2/19/2018, William did not adhere to proper decorum and engaged in a back and forth with the Chair, insisting that issues unrelated to the business agenda of the day be addressed immediately. In respect of other attendees' time and the posted agenda, the Chair offered to respond to William's concerns outside of the meeting space. Still, he attempted to question the Chair's performance. It should be noted that the Chair had made several efforts (see above) to create a space for William to ask questions, express his concerns and gain clarity on the Chair's work and accomplishments on behalf of the ASI Academic Senators.

William's manner and demeanor has been addressed before with his direct report, ASI VPAG Neyda Umana, the ASI Executive Director, and ASI President. During this time his violation of Policy 22 was discussed.

Policy 22, ASI Ethics Policy Section, 7, you failed to extend ASI VPAG Neyda Umana 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.

Policy 15, Cabinet of Academic Senators, Section 3, you failed to report to the Vice President of Academic Governance as stipulated in the Academic Senators Duties and Responsibilities:

All Senators shall submit a report to the ASI Vice President for Academic Governance and the ASI President.

All Senators shall report all of their respective committee areas and Senate Office actions and discussions in a written report to the office for Academic Governance in a timely manner within one week of the meeting.

Policy 23, Shared Governance Council, Article III Section 4, you failed to submit your committee reports:

Submit a committee report within 3 business days after the meeting to their assigned Senator and to the VPAG

Policy 23, Article IV, you failed to notify the VPAG that you could not attend CAS, or would be late:

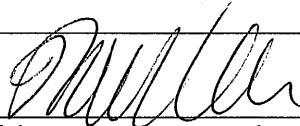
All student representatives must notify the VPAG if they cannot attend a CAS/SGC meeting or their required committee at least 24 hours before the meeting.

Based on the information presented above, I am submitting William Hess' name for removal from the position of ASI Academic Senator at the next Executive Committee meeting on 2/23/18 at 4pm in the U-SU Pasadena Room 307. The removal process is managed by the ASI Executive Committee (ASI BOD Code of Procedures Policy 002 - Article, Section 13 and Policy 020). William has the option of attending the Executive Committee meeting to provide a response to the concerns presented above.

If there are any questions regarding this notice, please email David Zitser, ASI President, at asipres@calstatela.edu or Neyda Umana, ASI VPAG, at asivpag@calstatela.edu.

In an effort to avoid the removal process you have the option of emailing a letter of resignation to Jazmin Ortiz, ASI Secretary/Treasurer, at asist@calstatela.edu or to David Zitser, ASI President, at aspires@calstatela.edu.

Direct Report Signature:



Date:

2/21/18

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 Supervisor, if employee refuses to sign, give the employee a copy of this performance notice and indicate that the employee refuses to sign.)