

CITY OF OCALA

NOTICE OF DISCIPLINARY ACTION

DATE: 8/29/19

EMPLOYEE NAME: Jared S. Sorensen

DEPARTMENT: HR/Risk Mgmt

- VERBAL WARNING
- WRITTEN REPRIMAND  PIP ATTACHED
- SUSPENSION 9/4/19 TO 9/10/19
- DEMOTION
- TERMINATION

EMPLOYEE STANDARD INVOLVED:

- CUSTOMER FOCUS
- INNOVATION
- EFFICIENCY
- QUALITY WORK
- INTEGRITY
- TEAM WORK
- JOB KNOWLEDGE

DESCRIPTION OF INCIDENT:

(including date, time, location, witnesses, etc. (attach extra pages, if necessary))

See attached memorandum.

SUPERVISOR'S COMMENTS, IF ANY:

n/a

EMPLOYEE'S COMMENTS, IF ANY:

Sandra Wilson  
Digitally signed by Sandra Wilson  
Date: 2019.08.29 14:48:20 -04'00'

8/29/19



8/29/19

SUPERVISOR SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE

DEPT. HEAD SIGNATURE

DATE

DIV. HEAD SIGNATURE

DATE

(Employee's signature does not necessarily indicate agreement with this disciplinary action, but serves to acknowledge that a copy of the document has been received.)

**ALL DISCIPLINARY ACTION RECORDS ARE TO BE FORWARDED TO HUMAN RESOURCES.**

cc: \_\_\_\_\_ DEPT. ON \_\_\_\_\_

HUMAN RESOURCES ON \_\_\_\_\_

**CITY MANAGER'S OFFICE  
INTERDEPARTMENTAL MEMO**

TO: Jared Sorensen, Director, Human Resources & Risk Management

FROM: Sandra Wilson, Deputy City Manager



DATE: August 28, 2019

SUBJ: Disciplinary Action

Your off-duty conduct that occurred on Saturday, July 6, 2019, has been determined to be conduct that is contrary to the best interests of the City; therefore, you will serve a five-day suspension without pay. Your suspension will commence on September 4, 2019, through September 10, 2019.

Your violation of any other City policy will result in additional disciplinary action, up to and including termination of employment. It is my hope that you have gained a new perspective on your life and career with the City.

If you have any questions regarding this correspondence, please contact me.