

MEMORANDUM

State of Alaska Department of Environmental Conservation

TO: Bill MacClarence
Environmental Engineering Associate II
Division of Air and Water Quality

THRU: John Kuterbach *[Signature]*
Environmental Conservation Manager III

FROM: Ken Southerland *[Signature]*
Personnel Officer I
Division of Administrative Services

DATE: March 27, 2002

FILE NO.:

PHONE: (907) 465-5042

SUBJECT: Investigatory Meeting

It appears that you have failed to follow directives provided by your supervisor, John Kuterbach. Specifically, you and John met on February 6, 2002, to discuss workplan objectives and concluded, in part, that you would not spend any more time as a public employee protesting a management decision to change a regulation. In a subsequent email outlining this discussion Mr. Kuterbach instructed you that all complaints should be up the chain of command and not down. Despite that instruction, on March 23, 2002, you sent an email to John and subordinate staff declaring a department regulation a violation of the Clean Air Act.

If proven, your actions were insubordinate and may result in discipline up to and including dismissal. Due to the nature of this discussion, you may wish to have a Union representative accompany you to this meeting. You must contact the union directly if you wish a representative to be present.

The meeting has been scheduled for 11:00 a.m. on Tuesday, April 2, 2002, in the 3rd floor vacant office at 555 Cordova Street, Anchorage, Alaska. Mr. John Kuterbach and Joel Casto will be present.

Failure or refusal to report for this meeting will be considered insubordination and will result in immediate dismissal. If you choose not to answer any questions, the employer will make its determination based on the information otherwise available to it. If you choose to answer, you are reminded of your obligation to answer inquiries from your employer in a forthright and honest manner.

Cc: Human Resources
AREA