



TENANT RESOURCE CENTER

FOR HOUSING JUSTICE IN WISCONSIN

REAL LIFE, REAL SOLUTIONS • KEEPING FAMILIES SAFE IN THEIR HOMES • UNLOCKING THE DOORS TO AFFORDABLE HOUSING

October 26, 2018

Brenda Konkell
30 N. Hancock St.
Madison, WI 53703

Dear Brenda,

This letter is to notify you that your employment with the Tenant Resource Center (TRC) is terminated effective immediately.

To the extent applicable, this notice is intended to comply with Article 18.09 of the Tenant Resource Center bylaws, a copy of which is enclosed. If you choose to invoke Article 18.09(3), you must submit written notice to me by Monday, November 5, 2018.

The Board acknowledges your many contributions to TRC over your more than 20-year tenure and does not take this action lightly. But the Board has a duty to act in the best interests of the organization not any one person. Accordingly, the Board is taking this action because it does not have confidence in your ability to effectively lead the organization. Reasons for this action include your:

- Violation of TRC Financial Policy for Cash Disbursements
- Violation of TRC Financial Policy for use of the Credit Line
- Failure to follow the Hiring Process in the TRC Bylaws
- Inefficiency in operation of the TRC, including in bookkeeping, in the supervision of employees, and in the administration of payroll and insurance policies

I will meet you at 6 p.m. on Sunday, October 28 to arrange to pick up your keys and let you remove your personal effects from the TRC premises. If this time does not work for you, please contact me by 4 p.m. Sunday to arrange for another time.

You can expect a separate benefits status letter that will outline the status of your benefits upon termination. The letter will include information about your eligibility for continuation of group health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or other applicable law.

Regards,

Pearl Foster
President, Tenant Resource Center Board of Directors

1202 Williamson Street, Suite 102, Madison, Wisconsin 53703

Housing Counseling (Dane): 608-257-0006 | Housing Counseling (State): 877-238-RENT

En Español: (608) 257-0006 | Hmoob: (608) 257-0006

Business/Administrative: 608-257-0006 x0 | Fax: 608-229-1317

Email: office@tenantresourcecenter.org | Web: www.tenantresourcecenter.org



TENANT RESOURCE CENTER POLICY HANDBOOK

Constitution of the Tenant Resource Center

(a) When the supervising authority has agreed upon a recommendation to the appointing authority under (2) above, the supervising authority shall notify the appointing authority of the recommendation, and may arrange an interview at the option of the appointing authority.

(b) By a majority vote, the appointing authority may hire any person recommended by the supervising authority under (a) above.

(3) Appointing and supervising authorities shall be authorized in chapter 12.

(4) All applicants competing in any hiring process for any position shall be informed promptly by the supervising authority for that position whether they have been chosen or not chosen for any position.

(5) In the event that there are no qualified applicants or that an appointment is not made, the Chair of the Board of Directors may commence re-recruitment in accordance with this section.

[History: 18.07 created February 8, 1995; 18.07(1) amended Oct. 17, 1995; amended by Res. 1999-5, Apr. 21, 1999. 18.07(5) amended Oct. 17, 1995; amended by Res. 1999-5, Apr. 21, 1999.]

SECTION 18.08 PROBATION. (1) All newly hired employees shall be on probation for the first three (3) months of employment and shall not have a recourse during said period to the appellate procedure because of being disciplined or released from employment by the appointing authority. The executive director shall be on probation for six (6) months, and shall not have recourse during said period to the appellate procedure because of being disciplined or released from employment by the appointing authority.

(2) All newly hired employees shall receive a performance evaluation within the last thirty (30) days of their probation, another performance evaluation within six months of that evaluation, and a performance evaluation annually thereafter. The supervising authority shall conduct all performance evaluations. In the case of the performance evaluation of the executive director, the board shall refer the evaluation to the Board of Directors which shall make recommendations to the board.

(3) Prior to the expiration of probation, the supervising authority shall notify the appointing authority that a final decision on a permanent appointment for the probationer is imminent. The appointing authority shall then review the performance of the probationer and then make a final decision regarding the permanent appointment prior to the end of the probation. The appointing authority may extend the probation for a period not to exceed three months.

[History: 18.08(2) amended by Res. 1999-5, Apr. 21, 1999. 18.08(3) amended January 11, 1995.]

SECTION 18.09 DISCIPLINARY PROCEDURES. It is the intention of the board of directors to secure a fair and effective disciplinary procedure for employees.

(1) Any supervising authority may:

(a) Suspend an employee without pay for a period not to exceed 30 days.

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(b) Suspend an employee with pay for a period not to exceed 30 days, pending consummation of an investigation to determine the appropriate measure of discipline.

(c) Deny a merit step increase.

(d) Demote an employee.

(e) Discharge an employee.

(f) Issue a written reprimand.

(g) All such action is subject to the right of appeal of the employee to the appointing authority in the manner set forth herein.

(2) Whenever a supervising authority decides to take action as provided in section 18.09(1), written notice of such action shall be mailed to the employee's last known address or given to the employee within two (2) working days of the action being taken. The notice shall set forth the provisions of subsections (3), (4) and (5) of this section, shall contain reasons for the action, and shall serve as the formal complaint before the appointing authority in the event an appeal is taken.

(3) Any non-probationary employee who has been disciplined as provided for in subsection (1) above, may, within (10) days of actual receipt or mailing of the notice of such action, file a written demand for an appeal with the appointing authority.

(4) At the time of filing the notice of appeal, the employee shall file a written response to each of the reasons contained in the notice of disciplinary action and on which the disciplinary action is based. The written response must contain the employee's position on each of the reasons. Nothing in this section limits the discretion of the appointing authority, for good cause or when necessary to further the purpose of this policy, to allow amendment to the employee's written response.

(5) The appointing authority shall appoint a time and place for the hearing of an appeal, such time to be within twenty (20) days after the demand for appeal has been made. Within (10) days of the termination of the hearing, the appointing authority shall determine whether the action complained of was justified, and may affirm or reverse the supervising authority's decision or take such other action as it deems appropriate. The decision of the appointing authority shall be final.

(6) During the period of suspension of an employee or pending final action on proceedings to review a suspension, demotion or dismissal of an employee, the vacancy created may be filled by the appointing authority only by provisional or acting appointment.

[History: 18.09 created January 11, 1995, 18.09(1) amended August 14, 1995]

SECTION 18.12 ACTIVITY INCOMPATIBLE WITH SERVICE PROHIBITED. (1)

No employee shall cash checks from, borrow from, or in any manner make personal use of any corporate funds under his or her control or in his or her possession, for any reason whatsoever. Disciplinary action taken as a result of a violation of this subsection shall in no manner limit an employee's liability under any other applicable criminal or civil statute.

[History: Constitution enacted Nov. 13, 1994; this printing Oct. 18, 1999]

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