

ARLANDRIA COUNTY

Department of Administration

Human Resources

DISCIPLINARY INVESTIGATION FILE

Re: Kurt Mendel, Building Maintenance Technician II

Facilities Management Division

July 3, 2025 Incident; Continuing Attendance Concerns

Assembled by:

Rachel Walker, HR Analyst II

July 10, 2025

CONFIDENTIAL - PERSONNEL INVESTIGATION MATERIAL

File Contents

The following materials comprise the investigation file for disciplinary action proposed against Kurt Mendel, Building Maintenance Technician II, Facilities Management Division.

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ARLANDRIA COUNTY
FACILITIES MANAGEMENT DIVISION
INTEROFFICE MEMORANDUM

TO: Michael Torres, Human Resources Director

CC: Diane Chen, Director of Facilities Management

FROM: Dawn Goldsmith, Building Maintenance Supervisor

DATE: July 10, 2025

SUBJECT: Recommended Disciplinary Action - Kurt Mendel, Building Maintenance Technician II

Pursuant to Sec. 6.1 of the Arlandria County HR Administrative Procedures, I am forwarding this recommendation for disciplinary action against Kurt Mendel, Building Maintenance Technician II, for your review and approval.

Summary of Recommendation

I am recommending a five (5) working day unpaid suspension based on two continuing performance concerns: (1) ongoing attendance and punctuality issues addressed previously through three written warnings (Sec. 4.2), and (2) an incident of insubordination on July 3, 2025 (Sec. 4.5). The attached investigation file documents the July 3 incident, prior corrective action, and supporting evidence.

Background: Attendance Pattern (Sec. 4.2)

Mr. Mendel has been the subject of progressive written corrective action regarding attendance over the past six months:

- January 15, 2025 - First written warning issued for excessive unscheduled absences during September through December 2024 (eleven occurrences).
- March 22, 2025 - Second written warning issued for continued pattern during January and February 2025 (seven occurrences, including three tardy arrivals).
- June 10, 2025 - Third and final written warning issued for ongoing pattern during April and May 2025 (five additional unscheduled absences and one late arrival).

Supervisor log entries documenting the underlying incidents are included as Exhibit J. The June 10 warning expressly stated that further attendance issues would result in consideration of suspension or termination.

July 3, 2025 Incident (Sec. 4.5)

On the afternoon of July 3, 2025, I directed Mr. Mendel to provide after-hours support for an emergency HVAC repair at the County Courthouse Administration Wing. The assignment would have extended his regular shift by approximately two hours. Mr. Mendel refused the assignment, used disrespectful language, and left the work site without formal release from duty. A full account is provided in Exhibit A (Incident Report) and Exhibit B (Supervisor Witness Statement).

Investigation

The Department of Administration, through HR Analyst Rachel Walker, completed an investigation between July 5 and July 9, 2025. Investigation notes are included as Exhibit C. Mr. Mendel submitted a written response to the allegations (Exhibit F) and was interviewed on July 8, 2025 (Exhibit E).

Recommendation Rationale

The combination of a documented progressive pattern on attendance and a distinct, serious conduct violation on July 3 warrants suspension. A five-day unpaid suspension is consistent with the severity of the attendance pattern at the final warning stage and with the County's customary response to acts of insubordination toward a direct supervisor. I am not recommending termination at this stage.

Pre-Disciplinary Hearing

A pre-disciplinary hearing has been scheduled for July 17, 2025. Mr. Mendel was notified on July 10, 2025 (Exhibit K).

Request

Please review the attached materials and advise regarding final disposition.

/s/ Dawn Goldsmith

Dawn Goldsmith, Building Maintenance Supervisor
Facilities Management Division

EXHIBIT A - INCIDENT REPORT

ARLANDRIA COUNTY FACILITIES MANAGEMENT DIVISION INCIDENT REPORT

Report Date: July 3, 2025

Reporting Supervisor: Dawn Goldsmith, Building Maintenance Supervisor

Subject Employee: Kurt Mendel, Building Maintenance Technician II

Incident Date/Time: July 3, 2025, approximately 2:15 PM

Incident Location: Facilities Management Office, County Courthouse basement level

Nature of Incident: Insubordination; unauthorized departure from duty station

Description of Events

At approximately 2:00 PM on July 3, 2025, the Facilities Management Office received a work order from the County Administrator's office reporting a malfunctioning HVAC zone controller serving the Administration Wing on the second floor of the County Courthouse. Building temperatures in the affected area had reached 82 degrees and were continuing to rise. The Administrator's office staff requested immediate response due to an ongoing department head meeting and public hours.

At approximately 2:15 PM, I called Mr. Mendel, who was scheduled to depart at 3:00 PM, into the Facilities Management office to assign him to the repair. I advised Mr. Mendel that the assignment would likely extend his shift by one to two hours and that he would be compensated at the overtime rate per Sec. 10 of the Personnel Policy Manual. Building Maintenance Technician I Eli Pavitt was present in the office at the time, as I had intended to assign him to assist Mr. Mendel.

Mr. Mendel declined the assignment in a loud and profane manner. He stated words to the effect of, "I'm not doing that. You know damn well I have somewhere to be." He made additional comments regarding perceived favoritism in assignment of after-hours work. When I advised him that this was a supervisory directive and that refusal could be grounds for discipline, Mr. Mendel stated, "Then write me up, I'm out of here," and left the office.

Mr. Mendel did not report back to the Facilities Management office before departing the building. Mr. Pavitt completed the HVAC repair with assistance from on-call technician Marcus Reilly, who arrived on-site at approximately 3:30 PM. The repair was completed at approximately 5:15 PM.

Witnesses

1. Dawn Goldsmith, Building Maintenance Supervisor (reporting supervisor; direct participant).
2. Eli Pavitt, Building Maintenance Technician I (physically present in Facilities Management office during the entire exchange).
3. Carla Jennings, Facilities Management Administrative Assistant (seated in adjacent administrative area approximately fifteen feet from the office; office door was open during the exchange; reports she heard raised voices and fragments of the exchange).

Physical Evidence

None.

Prior Corrective Action

Mr. Mendel has received three prior written warnings for attendance and punctuality issues during calendar year 2025 (Exhibits G, H, I). No prior corrective action on conduct or insubordination.

/s/ Dawn Goldsmith

Dawn Goldsmith, Building Maintenance Supervisor

Date: July 3, 2025

EXHIBIT B - SUPERVISOR WITNESS STATEMENT

ARLANDRIA COUNTY

WITNESS STATEMENT

Statement Date: July 3, 2025

Name of Witness: Dawn Goldsmith

Position: Building Maintenance Supervisor, Facilities Management Division

Regarding: Incident of July 3, 2025 involving Kurt Mendel

Statement

I, Dawn Goldsmith, provide the following statement regarding the events of July 3, 2025. I am submitting this statement within hours of the incident while the events are current in my memory.

At approximately 2:00 PM I received a work order from the County Administrator's office regarding an HVAC failure in the Administration Wing. I walked into the adjacent tool crib to find Mr. Mendel, who was on shift. I asked him to follow me into the Facilities Management office to discuss an assignment.

Mr. Eli Pavitt, BMT I, was already in the Facilities Management office working on a scheduled preventative maintenance report. I asked Mr. Pavitt to remain as I intended to assign him to assist Mr. Mendel on the HVAC call.

I advised Mr. Mendel that there was an emergency HVAC repair and that I needed him to handle it. I advised that the repair would likely take him past his scheduled 3:00 PM departure by one to two hours and that overtime rates would apply.

Mr. Mendel responded in a raised voice: "I'm not doing that. You know damn well I have somewhere to be." His tone was aggressive. I do not recall Mr. Mendel mentioning a specific personal obligation at that time.

I responded by stating that this was a supervisory directive and asked if he understood the assignment. Mr. Mendel stated, "I don't give a damn what it is, I'm not doing it." He then stated, "Then write me up, I'm out of here." He left the Facilities Management office. I observed him exit the basement stairwell door, which leads to the employee parking area, at approximately 2:18 PM.

I immediately advised Mr. Pavitt that I would need to assign the HVAC call to the on-call technician. Mr. Pavitt completed the repair with on-call technician Marcus Reilly, as documented in the incident report.

I prepared the incident report at approximately 5:45 PM on July 3 after confirming that the repair had been completed. I am providing this statement in addition to the incident report to document the specific language used and the order of events.

I have no personal conflict with Mr. Mendel outside of the work relationship. I have previously issued written warnings for attendance issues, as documented in Mr. Mendel's personnel file.

/s/ Dawn Goldsmith

Dawn Goldsmith
July 3, 2025

EXHIBIT C - INVESTIGATION NOTES

ARLANDRIA COUNTY DEPARTMENT OF ADMINISTRATION - HUMAN RESOURCES INVESTIGATION MEMORANDUM

TO: File

FROM: Rachel Walker, HR Analyst II

DATE: July 9, 2025

SUBJECT: Investigation - Kurt Mendel, July 3, 2025 Incident

Investigation Scope

This investigation addresses the incident of July 3, 2025 involving Kurt Mendel, Building Maintenance Technician II, as reported by Building Maintenance Supervisor Dawn Goldsmith. The scope of this investigation is limited to (a) establishing the facts of the July 3 incident, (b) documenting Mr. Mendel's response, and (c) reviewing Mr. Mendel's personnel file for relevant prior corrective action.

Investigation Activities

July 5, 2025. Reviewed the incident report (Exhibit A) and witness statement from Ms. Goldsmith (Exhibit B). Reviewed Mr. Mendel's personnel file, including three written warnings related to attendance (Exhibits G, H, I).

July 7, 2025. Interviewed Eli Pavitt, Building Maintenance Technician I, who was present during the July 3 incident. Interview notes are included as Exhibit D. Mr. Pavitt's account is consistent in its essentials with Ms. Goldsmith's account regarding the refusal of the assignment and the departure from the office. Mr. Pavitt declined to provide specific language, stating that he was focused on not being drawn into the exchange.

July 8, 2025. Interviewed Mr. Mendel. Interview notes are included as Exhibit E. Mr. Mendel submitted a written response (Exhibit F) following the interview.

Key Points from Mr. Mendel's Account

Mr. Mendel acknowledges that he declined the assignment and left the work site. He disputes the characterization of his language as profane and aggressive. He states that he advised Ms. Goldsmith that he had a prior personal obligation scheduled for the evening of July 3, specifically a post-surgical follow-up medical appointment for his son. He states that Ms. Goldsmith did not offer any accommodation or alternative coverage. He states that he has observed Ms. Goldsmith offer after-hours assignments to other technicians with advance notice, and alleges inconsistent treatment.

Review of Personnel File

Mr. Mendel was hired September 10, 2018 as a BMT I and was promoted to BMT II in 2020. His performance evaluations prior to fiscal year 2024 were rated Meets Expectations. His FY 2024 evaluation was rated Needs Improvement with specific reference to attendance. Three written warnings

for attendance are in the file, dated January 15, March 22, and June 10, 2025. No prior corrective action related to conduct or insubordination.

Findings

4. The July 3 incident occurred substantially as described in the incident report and the supervisor witness statement. Mr. Pavitt's interview is consistent with that account on the central facts of the refusal and the departure.
5. There is a disputed element regarding the specific language Mr. Mendel used and whether he communicated a prior obligation at the outset of the exchange. Ms. Goldsmith's contemporaneous statement reports specific language that Mr. Mendel disputes.
6. Mr. Mendel has an established pattern of documented attendance issues addressed through progressive written warnings. He has no prior documented corrective action for conduct or insubordination.

/s/ Rachel Walker

Rachel Walker, HR Analyst II

Department of Administration

July 9, 2025

EXHIBIT D - INTERVIEW NOTES: ELI PAVITT

INTERVIEW NOTES

Interview Date: July 7, 2025

Interviewer: Rachel Walker, HR Analyst II

Interview Subject: Eli Pavitt, Building Maintenance Technician I

Location: Department of Administration conference room, County Courthouse

Duration: Approximately twenty minutes

Purpose

Interview of Mr. Pavitt as witness to events of July 3, 2025 involving Kurt Mendel.

Summary

Mr. Pavitt confirmed that he was present in the Facilities Management office on the afternoon of July 3, 2025 working on a preventative maintenance report when Ms. Goldsmith and Mr. Mendel entered.

Mr. Pavitt confirmed that Ms. Goldsmith advised Mr. Mendel of an emergency HVAC assignment and that the assignment would extend his shift. Mr. Pavitt confirmed that he understood he would also be assigned to the repair as assistant.

Mr. Pavitt confirmed that Mr. Mendel declined the assignment. When asked about the specific language used, Mr. Pavitt stated: "I heard the refusal. I heard it get heated. I was looking at my paperwork and I was trying to stay out of it. I don't want to be the guy who said I heard a specific word." Mr. Pavitt was asked several times to provide the specific language used and stated that he did not feel comfortable providing that level of detail.

Mr. Pavitt confirmed that Mr. Mendel left the Facilities Management office before the exchange was concluded and before Ms. Goldsmith released him. Mr. Pavitt confirmed that Ms. Goldsmith then advised that she would call the on-call technician, and that he (Pavitt) and on-call technician Marcus Reilly completed the repair.

Mr. Pavitt stated that he had not discussed the incident with Mr. Mendel between July 3 and July 7.

Mr. Pavitt was asked whether he had any information that would contradict the supervisor's account. He stated that he did not.

End of interview.

/s/ Rachel Walker

Rachel Walker, HR Analyst II

July 7, 2025

EXHIBIT E - INTERVIEW NOTES: KURT MENDEL

INTERVIEW NOTES

Interview Date: July 8, 2025

Interviewer: Rachel Walker, HR Analyst II

Interview Subject: Kurt Mendel, Building Maintenance Technician II

Location: Department of Administration conference room, County Courthouse

Duration: Approximately forty-five minutes

Representation

Mr. Mendel was advised of the nature of the interview and of his right to request representation. He proceeded without representation and stated he would provide a written response following the interview.

Summary

Mr. Mendel acknowledged that he was called into the Facilities Management office by Ms. Goldsmith on the afternoon of July 3, 2025. He acknowledged that Ms. Goldsmith advised him of an emergency HVAC assignment that would extend his shift.

Mr. Mendel stated that he advised Ms. Goldsmith that he had a prior personal obligation scheduled for that evening, specifically a medical appointment with his twelve-year-old son at 4:30 PM. Mr. Mendel stated that this was a post-surgical follow-up appointment that had been scheduled six weeks in advance. Mr. Mendel stated that his wife was out of town on July 3 and that he was the only person available to transport his son.

Mr. Mendel stated that Ms. Goldsmith did not ask about the nature of the obligation and did not offer to seek alternative coverage. Mr. Mendel stated that he has observed Ms. Goldsmith offer after-hours assignments to BMT I Marcus Reilly with advance notice of a day or more, and that he (Mendel) had not been given similar consideration.

Mr. Mendel disputed the characterization of his language as profane. He acknowledged that he may have said the word "damn," which he described as a commonly used expression of frustration. He denied using any other profane language. He acknowledged that his tone was frustrated.

Mr. Mendel acknowledged that he left the Facilities Management office before Ms. Goldsmith formally released him. He stated that he did so because the exchange had become confrontational and he did not want to escalate the situation. He stated that he went to the basement parking area and sat in his vehicle for approximately ten minutes before departing the site at 2:45 PM, which was fifteen minutes before his scheduled end-of-shift.

Mr. Mendel stated that he has been aware of his attendance issues and has been working with his physician on a treatment plan for a medical condition that has affected his attendance. He stated that he has not requested formal accommodation but has advised Ms. Goldsmith in general terms of the situation.

Mr. Mendel stated that he will provide a written response summarizing his account.

End of interview.

/s/ Rachel Walker

Rachel Walker, HR Analyst II

July 8, 2025

EXHIBIT F - EMPLOYEE WRITTEN RESPONSE

July 8, 2025

To: Rachel Walker, HR Analyst II

From: Kurt Mendel

Re: Response to Incident of July 3, 2025

I am submitting this written response as part of the investigation of events of July 3, 2025. I provide it in addition to my statements during the interview.

On the afternoon of July 3, 2025, Supervisor Goldsmith called me into the Facilities Management office. I was in the tool crib at the time preparing to clean up for the end of my shift. She advised me that an HVAC emergency had come in and that she needed me to handle it. She stated that this would require me to work past 3:00 PM by at least an hour, possibly two.

I told her that I had a medical appointment for my son scheduled that evening. I said, and I will quote as best I can remember: "I have to take my son to the doctor, I told you I have something tonight." I said this at a normal volume for the workplace. She responded that she needed me to handle the call and that overtime would be paid. I said that I could not do it and that she would need to call someone else.

At no point did she ask me what the appointment was or offer to find someone else to cover. She repeated that this was a directive. I stated, using the word "damn" once, that she knew I had a prior obligation. I did not use other profane language.

I acknowledge that I left the office before being formally released. I did so because the conversation had become confrontational and I did not want to escalate it. I did not raise my voice. I did not speak abusively. I walked to the employee parking area and sat in my vehicle for approximately ten minutes before leaving the property at 2:45 PM.

I understand that Supervisor Goldsmith's account is different from mine in several respects. I stand by my account.

I want to note that I have raised with Supervisor Goldsmith on several occasions that I have a medical condition affecting my attendance. I have not formally requested accommodation but have provided this context in general terms. I have also noted that some after-hours assignments appear to be offered to other technicians with greater advance notice than I have received.

I do not believe I engaged in insubordination as that term is commonly understood. I understand that my departure before formal release is a procedural issue and I accept responsibility for that.

I request the opportunity to present this information at the pre-disciplinary hearing.

/s/ Kurt Mendel

Kurt Mendel

July 8, 2025

EXHIBIT G - WRITTEN WARNING (FIRST)

ARLANDRIA COUNTY FACILITIES MANAGEMENT DIVISION WRITTEN WARNING (FIRST)

Date: January 15, 2025

To: Kurt Mendel, Building Maintenance Technician II

From: Dawn Goldsmith, Building Maintenance Supervisor

Re: Attendance and Punctuality - Sec. 4.2 of HR Administrative Procedures

This letter serves as your first written warning regarding your attendance and punctuality during the period of September 1, 2024 through December 31, 2024.

Attendance Record - Q4 2024

During the referenced period, the following occurrences have been recorded:

- **Unscheduled absences (full day, no advance notice per Sec. 4.2.1):** September 16, October 3, October 21, November 4, November 18, November 25, December 2, December 10, December 16. Nine occurrences.
- **Tardy arrivals greater than 15 minutes (per Sec. 4.2.2):** October 7, December 9. Two occurrences.

Total: eleven (11) recorded occurrences over approximately seventeen work weeks.

Policy Reference

Sec. 4.2 of the Arlandria County HR Administrative Procedures establishes expectations for regular attendance and timely arrival. Excessive unscheduled absences or patterns of tardiness may result in corrective action up to and including termination.

Expectations Going Forward

You are expected to maintain regular attendance consistent with Sec. 4.2. Continued patterns of unscheduled absences or tardy arrivals may result in further corrective action, including additional written warnings, suspension, or termination per Sec. 2.1 (Progressive Discipline Sequence).

Your Rights

You have the right to submit a written response to this warning, which will be placed in your personnel file. You have the right to discuss this warning with me or with Human Resources.

Employee Acknowledgment

Your signature below acknowledges receipt of this warning. It does not indicate agreement with its contents.

Supervisor Signature: /s/ Dawn Goldsmith

Date: January 15, 2025

Employee Signature: /s/ Kurt Mendel

Date: January 15, 2025

EXHIBIT H - WRITTEN WARNING (SECOND)

ARLANDRIA COUNTY FACILITIES MANAGEMENT DIVISION WRITTEN WARNING (SECOND)

Date: March 22, 2025

To: Kurt Mendel, Building Maintenance Technician II

From: Dawn Goldsmith, Building Maintenance Supervisor

Re: Continued Attendance and Punctuality Issues - Sec. 4.2 of HR Administrative Procedures

This letter serves as your second written warning regarding your attendance and punctuality. You received a first written warning on January 15, 2025. The pattern addressed in that warning has continued.

Attendance Record - January and February 2025

- Unscheduled absences: January 22, February 4, February 18, February 26. Four occurrences.
- Tardy arrivals greater than 15 minutes: January 9, February 3, February 10. Three occurrences.

Total: seven (7) recorded occurrences over approximately nine work weeks.

Policy Reference

Sec. 4.2 of the Arlandria County HR Administrative Procedures. The pattern documented in the first written warning has continued without significant improvement.

Expectations Going Forward

You are expected to improve attendance immediately. Further patterns of unscheduled absences or tardy arrivals will result in a third written warning and may result in suspension or termination per Sec. 2.1.

Your Rights

You have the right to submit a written response, to be placed in your personnel file, and to discuss this warning with me or with Human Resources.

Supervisor Signature: /s/ Dawn Goldsmith

Date: March 22, 2025

Employee Signature: /s/ Kurt Mendel

Date: March 22, 2025

EXHIBIT I - WRITTEN WARNING (FINAL)

ARLANDRIA COUNTY FACILITIES MANAGEMENT DIVISION WRITTEN WARNING (FINAL)

Date: June 10, 2025

To: Kurt Mendel, Building Maintenance Technician II

From: Dawn Goldsmith, Building Maintenance Supervisor

Re: Final Written Warning - Attendance and Punctuality

This letter serves as your final written warning regarding your attendance and punctuality. You received a first written warning on January 15, 2025 and a second written warning on March 22, 2025. The pattern addressed in those warnings has continued.

Attendance Record - April and May 2025

- Unscheduled absences: April 8, April 29, May 13, May 19. Four occurrences.
- Tardy arrivals greater than 15 minutes: May 6. One occurrence.

Total: five (5) recorded occurrences over approximately nine work weeks.

Policy Reference

Sec. 4.2 of the Arlandria County HR Administrative Procedures.

Expectations Going Forward

This is your final written warning. Any additional unscheduled absences or tardy arrivals occurring within the next six months will result in consideration of suspension or termination pursuant to Sec. 2.1 of the HR Administrative Procedures.

Supervisor Signature: /s/ Dawn Goldsmith

Date: June 10, 2025

Employee Signature: /s/ Kurt Mendel

Date: June 10, 2025

EXHIBIT J - SUPERVISOR LOG ENTRIES

SUPERVISOR LOG

Subject: Kurt Mendel

**Maintained by: Dawn Goldsmith, Building Maintenance Supervisor
Facilities Management Division**

Entries chronological. Entries reflect contemporaneous supervisor observations and are not a substitute for formal corrective action documentation.

September 16, 2024. Mendel no-call/no-show. Shift uncovered until 9:45 AM when contacted. Stated he had overslept. No prior issues in personnel file.

October 3, 2024. Mendel unscheduled absence. Called in at 6:55 AM citing headache. Returned to work next day without documentation.

October 7, 2024. Mendel arrived at 7:22 AM for 7:00 AM shift. Cited traffic.

October 21, 2024. Mendel unscheduled absence. Called in at 7:15 AM (15 minutes after shift start) citing child care issue.

November 4, 2024. Mendel unscheduled absence. Did not call. Contacted by me at 9:30 AM. Stated he had car trouble.

November 18, 2024. Mendel unscheduled absence. Called in at 6:45 AM citing stomach issue.

November 25, 2024. Mendel unscheduled absence. Called in at 7:10 AM (10 minutes after shift start) citing family issue, no detail.

December 2, 2024. Mendel unscheduled absence. Did not call. Contacted by me at 10:00 AM. Did not respond until 1:45 PM.

December 9, 2024. Mendel arrived at 7:25 AM. Cited alarm issue.

December 10, 2024. Mendel unscheduled absence. Called in at 6:50 AM citing migraine.

December 16, 2024. Mendel unscheduled absence. Called in at 7:00 AM citing family emergency, no detail.

January 9, 2025. Mendel arrived at 7:18 AM. Cited weather.

January 15, 2025. Issued first written warning.

January 22, 2025. Mendel unscheduled absence. Called in at 6:40 AM citing illness.

February 3, 2025. Mendel arrived at 7:20 AM. Cited child care.

February 4, 2025. Mendel unscheduled absence. Called in at 7:05 AM (5 minutes after shift start) citing continued illness.

February 10, 2025. Mendel arrived at 7:17 AM. Cited traffic.

February 18, 2025. Mendel unscheduled absence. Called in at 6:30 AM citing injury (did not provide detail).

February 26, 2025. Mendel unscheduled absence. Called in at 6:50 AM citing illness.

March 22, 2025. Issued second written warning.

April 8, 2025. Mendel unscheduled absence. Called in at 6:45 AM citing medical appointment.

April 29, 2025. Mendel unscheduled absence. Called in at 7:00 AM citing family obligation.

May 6, 2025. Mendel arrived at 7:24 AM. Cited traffic.

May 13, 2025. Mendel unscheduled absence. Called in at 6:55 AM citing illness.

May 19, 2025. Mendel unscheduled absence. Called in at 7:15 AM (15 minutes after shift start) citing migraine.

June 10, 2025. Issued third/final written warning.

July 3, 2025. Insubordination incident. See incident report (Exhibit A).

/s/ Dawn Goldsmith

Maintained by Dawn Goldsmith, Building Maintenance Supervisor

Current through July 10, 2025

EXHIBIT K - PRE-DISCIPLINARY HEARING NOTICE

ARLANDRIA COUNTY DEPARTMENT OF ADMINISTRATION - HUMAN RESOURCES

NOTICE OF PENDING DISCIPLINARY ACTION AND PRE-DISCIPLINARY HEARING

Date: July 10, 2025

To: Kurt Mendel, Building Maintenance Technician II

From: Michael Torres, Human Resources Director

Re: Notice of Proposed Disciplinary Action - Sec. 3.4 of HR Administrative Procedures

This notice is issued pursuant to Sec. 3.4 of the Arlandria County HR Administrative Procedures.

Proposed Action

A five (5) working day unpaid suspension is being proposed based on:

7. Violation of Sec. 4.2 (Attendance and Punctuality): Continued pattern of unscheduled absences and tardy arrivals after three prior written warnings.
8. Violation of Sec. 4.5 (Insubordination): Refusal of a supervisory directive, use of disrespectful language, and unauthorized departure from the work site on July 3, 2025.

Specific Facts

The specific facts underlying the proposed action are set out in the investigation file assembled by HR Analyst Rachel Walker, which includes the July 3 incident report, supervisor witness statement, investigation notes, interview summaries, your written response, prior written warnings, and supervisor log entries.

Pre-Disciplinary Hearing

You are scheduled for a pre-disciplinary hearing on:

- Date: July 17, 2025
- Time: 10:00 AM
- Location: Department of Administration Conference Room B, County Courthouse

At this hearing, you will have the opportunity to:

- Review all evidence supporting the proposed action;
- Respond to the charges;
- Present any information you believe should be considered;
- Be accompanied by a representative of your choosing.

Your Rights

Per Sec. 3.4.3 of the HR Administrative Procedures:

- You may review the investigation file prior to the hearing by contacting the Department of Administration.
- You may submit a written response to be considered at the hearing.
- You may be accompanied by legal counsel, a union representative, or any other individual of your choosing.
- No final disciplinary action will be taken until after the hearing has been held and the County Administrator has considered the evidence.

Pending Status

You are not placed on administrative leave. You are expected to report for your regular duties pending the outcome of the hearing.

Confirmation

Please confirm receipt of this notice by signing below. Your signature does not indicate agreement with the proposed action.

/s/ Michael Torres

Michael Torres, Human Resources Director

Received by:

/s/ Kurt Mendel

Date: July 10, 2025

cc: Diane Chen, Director of Facilities Management

Dawn Goldsmith, Building Maintenance Supervisor

File