

DATE

Certified Mail

Mr. Larry Little
999 Last Street
Twin Peaks, Michigan 49933

Subject: **Letter of Discharge**

This letter is to notify you that you have been discharged from your employment with Sawyer State Technical College as of 4:00 PM today, **DATE**. You have been discharged for the following reasons:

Yesterday, DATE, a note was found in an area of your department that only employees have access to. The note read, "*Larry, please stop by my room today for a toke. I also need to buy some weed from you. Cathy. 223 LSH*)" This note was found by the department supervisor, Pat Pike. Both Ms. Pike and your direct supervisor, Jay Jones, proceeded to Cathy's dorm where they found you exchanging money in the amount of \$200.00 at 4:20 PM. They also witnessed Cathy smoking a marijuana cigarette and you smoking the cigarette too. All of this took place in the dorm stairwell next to Cathy's dorm room. You handed the marijuana joint over to your supervisor and it tested positive as marijuana. The bag of dope you gave Cathy also tested positive as marijuana.

After walking back with you from the dorm to your work area your supervisor, Jay, took you into a meeting room. In the meeting room you spoke with Ms. St. John, from the Labor Relations Department at 5:00 PM. You admitted to Ms. St. John, (with your union steward, Leslie Mack, present) that you were at the dorm at 4:20 PM and that you did exchange \$200.00 for marijuana. You explained that you sold the marijuana to Cathy for medicinal purposes. You also explained that you were punched out for the day at the time the incident occurred.

Rule 3 states that employees shall not engage in any illegal activities on campus.

Rule 10 states that employees shall not have illegal drugs on campus nor shall they use such drugs on campus.

Your actions on DATE are in violation of the two rules stated above.

This letter of discharge shall serve as notice to you and to the union that you have been formally discharged. Please leave all college property that is currently in your possession or custody with your department supervisor. You may be criminally charged if you do not return college property immediately.

Sincerely,

Mike Tim
Sawyer State Technical College President

Cc: Labor Relations, Payroll, HRD, Union