

DATE

Certified Mail

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

Subject: **Letter of Suspension**

This letter is to notify you that you have been suspended from your employment with Sawyer State Technical College as of 4:00 PM today, from **DATE until DATE**. You have been suspended 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 you and Cathy smoking what they assumed was a marijuana cigarette. All of this took place in the dorm stairwell next to Cathy's dorm room. You handed the cigarette over to your supervisor and the bag of dope in your possession. (Yet later the cigarette and the bag of dope did not test 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 a bag of tea. You explained that you sold the marijuana to Cathy to "teach her a lesson not to do drugs." You also said that you were not on duty and that you were Cathy's friend from high school.

Rule 3 states that employees shall not be in the student dorms except for work purposes.
Rule 10 states that employees shall not accept money for ANY services from students.

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

This letter of suspension shall serve as notice to you and to the union that you have been formally suspended for X amount of days. Your next disciplinary offense may lead to discharge. 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