

CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
INTRADPARTMENTAL CORRESPONDENCE

11-13-08
Hand Delivered
by Curt Smith
to 1327 S. Van Ness
offices
11:00 AM
m22

Date: November 12, 2008
To: Michael Lofton, Employee Number 532091, Senior Electrical Mechanic
From: *M.H. Mundo*
Michael Mundo, Electrical Services Manager
Subject: Proposed Disciplinary Action – Discharge

You are hereby notified that the Los Angeles Department of Water and Power (Department) proposes to terminate your employment. The reasons for this action are set forth in the following charges:


Flagrantly refusing to abide by supervisor's direct order to contact supervisor regarding current absence from duty (insubordination).

Failure to report to work as scheduled without proper approval or appropriate reason.

50-04 C-3: "Failing to make a reasonable effort to notify supervisor of inability to report for work."

Together with this notice, you are being served with copies of the following documents or materials upon which the proposed action is based:


1. Unsigned copy of Notice of Discharge, Suspension, or Probationary Termination, Form Gen. 77.
2. Memorandum from Michael Coia to Aram Benyamin dated May 9, 2008.
3. Memorandum from Michael Mundo to Michael Coia dated April 18, 2008.
4. Memorandum from Curtis W. Smith to Michael Mundo dated April 18, 2008.
5. Memorandum from John Rumi to Curtis Smith dated April 18, 2008.
6. Employee DOT Directive signed and dated October 17, 2007 (for reference only).
7. Supervisor Referral Form for DOT (for reference only).
8. Memorandum from Michael Mundo to Michael Lofton dated October 24, 2007.
9. Certified Mail Receipt, Label No. 7006 2150 0004 8810 4185, for October 24, 2007 Memorandum.
10. United States Postal Service (USPS) printouts (two pages) dated November 28, 2007 from website for Label/Receipt No. 7006 2150 0004 8810 4185, showing history of delivery attempts.
11. Copy of Absence from Duty Letter dated November 20, 2007.
12. Memorandum from John Rumi to Maureen Jaramillo dated March 18, 2008 regarding Delivery Attempt of Envelope to Michael Lofton on November 21, 2007
13. E-mail from Ruben Garcia to Curtis Smith dated April 18, 2008 regarding Delivery of letter.
14. Express Mail Return Receipt, Tracking Label No. EB589486409US

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DEPARTMENT OF WATER AND POWER
INTRADEPARTMENTAL CORRESPONDENCE

Received
by ~~staff~~
mail mjj
11-13-08
mjj

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