

ELIZABETH KNOX HOME AND HOSPITAL

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11 November 2011

To:
Elizabeth Knox Home & Hospital
Epsom

Dear

RE: Notice of Formal Meeting

There are a number of alleged aspects regarding your performance and conduct that we have concern with and we now need to discuss these allegations in a formal environment. The areas of concern are as follows:

1. The slow speed at which you are completing your rounds. You appear to take longer to complete work required than any other staff member. You do not appear to take cognisance of the list of job timings that are on display, that are there to make staff aware of the expected time for tasks?
2. Failure to conform to laundry processes and standards; eg; setting dryers to colder settings, incorrect prioritising of items to be washed [blankets & curtains are low priority].
3. Ignoring directions from your supervisor; eg. Putting thick hospital kylie's into the rest home areas and thin kylie's into the hospital areas.
4. Unsatisfactory interaction with your supervisor; making 'smart' or patronising remarks when you do not fully agree with him, making directive comments to him in regards some of his actions, not raising issues with him but referring it to a more senior person [thereby undermining him].
5. Unnecessary checking-up on other colleagues [including the supervisor]; eg. Checking washing loads and folding.
6. Undertaking personal washing of residents items without notification to the supervisor [and when the washing was not completed because you were absent, we received a complaint].
7. Overloads some areas with linen and under-loads other areas despite directional cards being available identifying the amounts required.
8. Reporting faults with machines which prove to be incorrect.
9. Regularly requesting new linen to be put out instead of looking for areas where there may be a surplus.

Accordingly, you are required to attend a formal meeting with Tim Jacobsen and myself to discuss the aforementioned matters. We propose the formal meeting will take place on Thursday 17 November 2011 at 11am in the new meeting room by the front door. Mark Kamphorst, an Employment Relations Consultant from the EMA, will also be present as advocate for the Company. Please advise if you are unable to attend the meeting. If I do not hear from you by 12 noon on Wednesday 16 November 2011, I will assume that the meeting is confirmed.

You are welcome to have a representative or support person present at this meeting and you are encouraged to do so.

At this meeting you will be given every opportunity to discuss the matter and give your explanation or comments. Full consideration will be given to your explanation before any decisions are reached by the Company.

I must advise you that if the allegation of misconduct and/or unsatisfactory performance is established, disciplinary action may be taken and if the matter is regarded as serious your continued employment with this Company may be in jeopardy. It is noted that the written warning issued to you last year ceased to have effect as of 31 December 2010.

Yours faithfully

Operations, Quality and Projects Manager