

~~X DRAFT X~~

727 5761

I am — Be the Town Clerk  
The State of and Federal govt  
under the law of Illinois and the

Provision of the Joint Township Work Release  
Employee

Manual, I am required to maintain a

work place that is free from any kind

of harassment or intimidation. <sup>The</sup> ~~you~~ recent episode  
harassment intimidation

~~of screening~~ in the Road Districts office in

which you screened and tried to intimidate a

member of my staff, requires me to take ~~act~~ <sup>action</sup>

~~to~~ you are hereby instructed ~~to~~ to  
herby instructed  
avoid all direct contact with any member of my staff.

<sup>from</sup>  
If you require something from the Road District you  
Something

shall deal directly with me. If I should be <sup>unavailable</sup>  
unavailable,

and the issue time sensitive and extremely important;

you should contact the Road District through

your assistant clerk. Under ~~no~~ ~~circumstances~~ circumstances

you ~~to~~ the Road District office

are you to come to the Road District office.

I regret that your department requires me to take this action

Sincerely,

James Haffeo

\*DRAFT\*

August 18, 2015

Dear Beth Ann May, Town Clerk,

Under the laws of the State and Federal government and the provisions of the Joliet Township Employee Handbook, I am required to maintain a work place that is free from any kind of harassment or intimidation. The recent episode in the Road District office in which you screamed and tried to intimidate a member of my staff requires me to take action.

You are hereby instructed to avoid all direct contact with any member of my staff. If you require something from the Road District you shall deal directly with me if I should be unavailable, and the issue time sensitive and extremely important, you should contact the Road District through your assistant clerk. Under no circumstances are you to come to the Road District Office.

I regret that your department requires me to take this action.

Sincerely,

James J. Maffeo

Highway Commissioner