
From: Jensen, Scott
Sent: Monday, February 11, 2013 9:45 AM
To: Chinn, Evan; Maxie, Rodney; Jackson, Paul
Cc: Crawford, Lenda; Hitsman, Dale; Rutherford, Mary; Brown, Karen; Beltz, Pam
Subject: 2/8/13 Timeline FFD - A. Monroe
Attachments: AM Timeline 2-8-13.pdf

Attached is a timeline for the events at the Traffic Shop on 2/8. Feel free to contact me with any questions.

Thanks,
Scott



SCOTT JENSEN

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2/8/13 Fit for Duty: Aloncita Monroe

Scott Jensen, SDOT Safety

8:45 AM – I received a call from Craig Dahl informing me that Paul Jackson reported a dispatcher in his office was acting strange. Dahl asked if I could go down to the Traffic Shop to assist with a possible Fit for Duty (FFD). Dahl did not know which employee was referred. I confirmed that I would head to Traffic Shop and assist.

9:05 AM – I arrive at the Traffic Shop, notice Paul Jackson is sitting inside the Dispatch office talking to the Dispatchers. I entered the office and asked Paul to step out to meet in his office. Paul stated employee, Aloncita Monroe, was behaving oddly. Specifically, she would stare at the ceiling, talk to herself, stand up and wander aimlessly in the office. **We discussed that she was a new employee (~2 months) and a recent accommodation from SPU.**

9:15 AM – Contact was made with Pam Beltz, I informed Beltz of the observations made of Monroe. Beltz mentioned she is familiar with this employee from SPU and would contact US Healthworks, provided a heads-up of a possible FFD assessment. Contact with HR is also made to find background on the accommodation and determine if behavior observed could be associated with details of her accommodation. Evan Chinn confirms that her accommodation would not restrict a FFD and to move forward with a FFD if warranted.

9:30 AM – Beltz confirmed a Doctor would be available at the 1st Ave S. US Healthworks clinic.

9:40 AM – I confirm with Chinn that a FFD observation would be initiated. Chinn notifies me that he contacted Lisa Jacobs and she was aware of the situation. Chinn provided Jacobs telephone number.

9:45 AM – Rodney Maxie, SDOT FFD Coordinator, was briefed on the situation.

10:00 AM – Jackson went to dispatch office, requested Monroe to come to his office. Meeting with Monroe began by Jackson addressing concern over her recent observed behavior (talking to herself, staring at the ceiling, wandering/pacing aimlessly around the dispatch office). I asked Monroe if she is familiar with the City Fit for Duty program and she stated she was unaware of the program. I then explained what the program was, the purpose, and process. Monroe asked why talking to herself and staring at her monitor would justify a FFD. Jackson elaborated that her behaviors are unusual and may create safety concerns for her and other staff. Jackson and I both asked if she would like to contact her Union at that point. Monroe seemed to disregard the question, providing no definite response. I provided the “Employee Acknowledgement and Medical Release” form to Monroe for review. I asked if she would like to read it or have me read it to her. Monroe requested that I read it to her. I read the form and asked if she had any questions about the information I read. Monroe did not have any questions. I again asked if should like to contact her Union. Monroe agreed this time to make Union contact. I provided Lisa Jacobs name and contact number. *(Refer to City of Seattle Fit for Duty Behavior Observation Form for employee behaviors observed during the conversation)*

10:20 AM – Monroe entered Esther Dadufalza's office to make phone call to Union. Jackson checked-in on Monroe frequently.

10:33 AM - I entered Esther's office, Monroe was holding telephone receiver but not to her ear. I asked if she made contact, Monroe said she got a hold of Laura at the front desk. Monroe stated she wanted to make another call to the Union and I agreed.

10:36 AM – I reentered Esther's office and Monroe was staring at the ceiling and the telephone receiver was laying on the desk. I asked if she completed her call and she said yes.

10:40 AM - Jackson and I presented Monroe the authorization form to sign. Monroe became visibly frustrated and began to say she had been through this process before and 'they' did not follow procedures. I asked what process and who is 'they' but Monroe would not answer. She continued to say her Doctor had her medications all messed up. We requested again that she made a decision about signing the form. She grabbed a pen and her hand moved quickly back and forth between the authorize line and refusal line. I remind Monroe that refusal may lead to discipline, up to termination. Monroe responded saying she could not go through this and signed the refusal box.

10:45 AM – I informed Monroe that she would be placed on Paid Administrative Leave effective immediately and Jackson escorted her to her desk to grab belongings. Jackson obtained her access badge. Jackson explained she needed to arrange a ride home and we could not allow her to drive her personal vehicle home. Monroe informed us that she would contact her sister and then went into the ladies restroom to make the phone call. Within approx. 5 minutes of entering the restroom, Monroe's name was paged on the shop intercom of an incoming call (Union Rep calling Monroe on Traffic line). I called Beltz notifying her of Monroe's refusal; Beltz cancelled the on-call Doctor request with US Healthworks.

11:00 AM - HR called Jackson, informed us that the Union and HR agreed to allow Monroe to reverse her decision on refusing the FFD. I called directly to US Healthworks (*Moses 206.898.6950*) and requested the on-call Doctor again. Monroe remained in the restroom on the phone. Jackson and I waited for Monroe to exit the restroom to sign the authorization form. Jackson and I checked-in on Monroe every 3-5 min.

11:49 AM – During a check-in, Jackson found that Monroe was no longer in the restroom. We searched the building and checked to see if her car was parked in the lot. Monroe could not be located and her car was not parked in the lot. It was determined the Monroe had left the facility. Nobody had witnessed Monroe leave the building.

12:10 PM – Copies of the completed FFD forms were copied and I departed the Traffic Shop.