



## EMPLOYEE GRIEVANCE FORM

Grievant Name: [REDACTED]

Date: 9/4/2024

Title: [REDACTED]

Department: [REDACTED]

### EMPLOYEE GRIEVANCE

#### HISTORY AND FACTS OF GRIEVANCE:

Provide as much specific information as possible, including all pertinent names, dates, and places. Indicate specifically which section of the Personnel Policies you believe was violated (if applicable). Attach additional sheets if necessary.

On August 29, 2024 I was reviewing the requisitions to process the daily purchase orders. I contacted Juliana Barron, Executive Admin Assistant to City Manager, at 3:22 due to the (Attached - REQ 31872) made to Card Service Center for a purchase made at Fortune Express Asian in the amount of \$67.82. The Detailed Description states it was for a Lunch Meeting with (Mr. Arjona, Commissioner Jessie Ramirez - Commissioner Ernesto Guajardo on August 28, 2028.)

In reviewing the receipt there was a charge of 4 combos that were charged; therefore, I contacted Juliana to notify her, maybe there was an error on the charges made. She stated she was told that those were the three individuals that had been at the meeting. Juliana then proceeded to call out Benjamin Arjona, City Manager, (put the call on speaker) and told him about the number of people and he rudely yelled out "Dile Que No Te Chingando La Madre." Juliana then said "Es [REDACTED]" I said excuse me I don't operate like that and hung up the call.

The purpose of the call was to only clarify the receipt and find out if the restaurant accidentally charged incorrectly. This is one of the responsibilities of my position. In response to the question that clearly falls under my purview, Mr. Arjona verbally abused and belittled me in the presence of his Executive Admin Assistant. As a result, Mr. Arjona's comments have created a hostile work environment. The hostile work environment places me in fear of conducting my duties to the best of my ability, and to serve in the City's best interests.

Mr. Arjona's inappropriate comments to me are a clear violation of the City's Employee Conduct Policy. Under Section 7.01 Disciplinary Procedures, item A, Reasons for Action, subsection, 1., prohibits "Engaging in speech or behavior which is rude, abusive, insolent, or offensive towards a citizen, supervisor, or fellow employee".

Under Section 7.02 Employees Conduct and Work Rules, item D, Employee Actions and Appearance, 2, prohibits "Using abusive language towards employees, or other persons"