

Colette Shwetz

ENTERED NOV 15 2021

From: Chantelle Johnson
Sent: November 15, 2021 9:12 AM
To: April Chapman
Cc: Natasha Salatino-Mach; Colette Shwetz
Subject: Letter of warning - verbal

Good Morning April,

Last week you missed a mandatory meeting that was scheduled last week and the invite was sent out last week informing ahead of time. Also after speaking with your team leads it has been brought forward that you have not attended any of the team meetings either. We have also had to chase you down many times for timesheets when notifications had been sent out to all staff from finance, again ahead of time.

A large part of your job responsibilities are to attend these meetings for important updates and for directions. As you have missed the last two months of meetings, your community of Big trout lake has missed out on funds for activities with the youth. Also as you have not attended the team meetings some client files have been missed. Other RJ workers have been trying to reach out to you to assist with setting up circles which is also one of your responsibilities.

Everyday you are to check your emails and attend every meeting that is being sent to you. As you have not submitted any request for leaves for Monday and I had no idea where you were or how your time was accounted for Tuesday November 9 will be a day deducted without pay.

Should you behaviour continue, as you manager will continue on with the next disciplinary step and file a written warning.

Please contact me should you have any questions or further concerns.

Thank you

Chantelle Johnson, Restorative Justice Manager
For the Restorative Justice, Youth Justice, By Law, Sexual Assault & Domestic Violence Restorative Justice, Youth Intervention, Guns & Gangs Initiative, and the Community HUB Programs

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