

**JASPER COUNTY
RECORD OF VERBAL WARNING**

ADDENDUM

Employee Name: Larry Thurman, Director of Public Works

Description of Violation: Following a complaint by Sandra Bratcher, Administrative Assistant for the Public Works Department, of sexual harassment and other violations of Jasper County personnel policies, a workplace investigation was undertaken on October 1, 2007. From that investigation, it was determined that you have been in violation of the following personnel policies:

- Behavior of Employees (i.e., smoking only in designated smoking areas)
- Smoking (i.e., smoking only in designated smoking areas)
- Telephones (i.e., excessive personal telephone calls during work hours)
- Sexual Harassment (i.e., failure to remove sexually related materials that have a reasonable probability of being construed as offensive by an employee, visitor, or member of the administrative staff of the County)

You are hereby directed to refrain from smoking inside your office and to smoke only in designated areas so as to set a good example for your employees who are expected to follow the same County policies. You are also directed to refrain from talking excessively on either your cell phone or the County telephone with calls of a personal nature.

While it was determined that there was insufficient credible evidence to support a claim of direct sexual harassment (i.e., inappropriate physical touching and/or comments) by you against Ms. Bratcher, certain inappropriate, sexually themed materials were found in a desk in your office and have since been removed. You explained during the investigation that those materials were collected by road crews and removed from the prison vans after clean-up details. As a Department Supervisor, however, you are responsible for seeing that all material of that nature is discarded appropriately and not maintained in a County office. You are responsible for enforcing this policy with all of your staff. You are also reminded that it is against the law and

