



# PIKE COUNTY BOARD OF COMMISSIONERS

P.O. Box 377 • 331 Thomaston Street  
Zebulon, GA 30295

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Coaching Session/Written Warning/Verbal Warning

Employee Name: Rosemary Bunn

Job Title: Library Manager

Department: Library

Supervisor: Brandon Rogers

Date: 2/15/2023

First Warning

Second Warning

Final Warning

**Reason for coaching session** (violation of company policy or unsatisfactory performance/behaviors):

*Unsatisfactory Performance, Insubordination, Failure to Communicate*

After being notified multiple times that the County Manger wanted to attend all interviews related to the Library Assistant position, Rosemary failed on two separate occasions to coordinate, and communicate with the County Manger to schedule a time that everyone would be available to meet and conduct an interview.

**Prior discussion or warnings on this subject** (verbal/written, dates):

*Written Tuesday January 24, 2023*

Rosemary was notified by email from the County Manager that he understood it would add more difficulty to the interview process but wished to be a part of all interviews that took place.

*Verbal Friday January 27, 2023*

During a discussion between Rosemary and the County Manager it was explained to Rosemary that the County Manager being a part of initial interviews was uncommon, however with the extensive amount of turnover the department has seen over the last year he wished to learn more about the interview process that takes place at the library and try to offer some additional insight and a new perspective. County Manager Rogers also asked that his schedule be considered during the scheduling of interviews. The interview that was scheduled for Jan 24<sup>th</sup> was scheduled at 7 p.m. for 11 a.m. the next morning allowing less than 3 working hours to re arrange any scheduling conflicts.

**Relevant company policy violated:**

**Corrective action required:**

Rosemary is expected to effectively communicate in a timely manner any future interviews that should take place and ensure the County Manager has the opportunity and availability to attend all future interviews.

**Consequences of failure to improve performance or correct behavior:**

Failure will result in further disciplinary action up to and including termination

**Signatures:**

Employee:

Date:

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County Manager:

Date:

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Department Head:

Date:

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