



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: 4/3/2023

First Warning

Second Warning

Final Warning

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

Unsatisfactory Performance, Failure to Communicate

On March 29th at approximately 18:15 Mrs. Helen Carter was involved in an accident at the library, that resulted in her going to the hospital. It was determined that she suffered a hairline fracture in her left arm due to a fall. This incident was reported to the library manager Rosemary Bunn at the time of the incident. Rosemary failed to notify Human Resources, Safety Coordinator, and the County Manager of the incident. It wasn't until the County Manager contacted Rosemary the following day at 11:19 that a report was made. This report came at 13:26 Thursday March 30th.

In the report it was stated by Rosemary that she had been trying unsuccessfully to get in touch with HR. This unsuccessful attempt did not result in any emails, voicemails, or text messages to Human Resources, Safety Coordinator, or the County Manager. In addition, the BOC office was open at 08:00 on the morning of March 30th for Rosemary to file the incident report in person which also did not take place.

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

Written February 16, 2023

Rosemary was given a First Warning via a written and verbal coaching session on February 16, 2023, in relation to her unsatisfactory performance and failure to communicate.

Relevant company policy violated: 36.20 (B)(6(7)(13)

Corrective action required:

Rosemary is expected to effectively communicate in a timely manner any future incidents that should take place and ensure the County Manager is informed at all times.

Consequences of failure to improve performance or correct behavior:

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

Signatures:

Employee:

Refused to sign until received later

Date:

County Manager:



Date:

4-16-2023

Department Head:

Date:
