



certified. 9/23/13 - E
Flagler County Sheriff's Office COPY

James L. Manfre
SHERIFF

Accountability • Integrity • Respect

September 23, 2013

Jamie Roster
[REDACTED]

Re: Job Abandonment/Resignation

Dear Mr. Roster,

It is with regret that I must inform you of your separation of employment from the Flagler County Sheriff's Office effective immediately on this date of September 23, 2013. The basis for this decision is job abandonment resulting in your resignation.

On Thursday, 9/19/13, you informed this office that you would bring in a physician's note allowing you to return to duty. On Friday, 9/20/13, our records indicate that you failed to return to work or provide a return to work certificate from your medical provider.

On Saturday and Sunday, 9/21st and 9/22nd respectively, you again failed to report to work or to notify your supervisor of your absence. According to FCSO Leaves policy #22.5, paragraph #7, "When an Agency member fails to return to duty after (i.e.: medical certificate to return, time frame of leave request ended, and without any additional requests for extensions) the member may be subject to disciplinary action and/or termination of employment."

In addition to the above, FCSO policy #13.6, Hire & Termination Process, paragraph 67 states that, "If a member fails to provide advance notice of resignation, or is absent from duty for three (3) consecutive workdays without reporting an acceptable reason to their supervisor to justify such absence, the Flagler County Sheriff's Office ADMIN-HR-097 Personal Action Form, Attachment 8 shall state "Separation from employment without notice" and shall be placed in their personnel file."

Because you have failed to return to work according to the policies set forth by this agency, your actions have deemed your employment as a resignation without notice.

Please be advised that your agency firearm, computer, cell phone, uniforms and all remaining agency equipment must be returned to Mr. Dave Valinski by Friday September 27, 2013.

If you have any questions regarding your employment status, please do not hesitate to give me a call at 386-437-4116.

Sincerely,
JAMES L. MANFRE, SHERIFF
Flagler County Sheriff's Office

Ken McClinton
Director of Human Resources
Flagler County Sheriff's Office

/kjm



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