February 6, 2015

MEMORANDUM

SUBJECT: Placement on Administrative Leave

FROM: Kenneth R. Lapierre
Assistant Regional Administrator

TO: Lisa Ann McKinley
Equal Employment Specialist
Office of Civil Rights
Office of Policy and Management

It has come to my attention that you have made comments (verbally and via text messaging) that have caused great concern, anxiety, and fear among some of your fellow co-workers. Additionally, employees have expressed concern about their own safety in the workplace.

We are currently reviewing information received from several sources and will be communicating with you next week. In the meantime, it is management's responsibility to maintain a safe work environment. Therefore, effective immediately, you are placed on administrative leave until further notice.

If you are experiencing personal or other problems, I advise you to contact the Employee Assistance Program counselors who are available to EPA employees by calling 770-951-8021 or 1-800-869-0269. The counselors are trained to assist you in dealing with any personal or financial problems, and the information you share with them is strictly confidential.

Receipt Acknowledgement:

Ken Lapierre discussed this letter with Lisa McKinley in my presence. She refused to sign for receipt.
Vicki H. Ellis

Employee's Signature

2/6/2015
Date