

Memo To: Danny Harvey, Director of Pastoral Care
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From: Darlene Stone, VP – HR
Date: Monday, August 20, 2007
Subject: Final Written Warning on Performance

This document shall serve as the *final written warning* as well as documentation of our conversation discussing this information in detail during our meeting held on Friday, August 17, 2007 regarding your less than acceptable performance as Director of Pastoral Care with Leesburg Regional Medical Center.

As covered with you during our meeting, there were several concerns I wanted to share with you as I had identified in preparation for your annual performance evaluation. These concerns were identified as a concern as I began supervising you and in preparation for your annual performance review.

The data was gathered in several ways including:

- Direct review of your HR file including previous counseling records, notes, educational/training records, etc.
- direct observation of your performance including the pastoral care steering committee meeting held on Tuesday, August 14, 2007,
- data pulled from the LEM (Leadership Evaluation System)
- data pulled from the Budget and Finance system
- discussion with Joni Smith, VP (your former supervisor)
- complaints from patients and others

Performance Concern #1:

Ability to perform your role in a manner that is respectful of all religious beliefs at all times.

On August 14, 2002, it was addressed specifically at that time during which I served as a witness when Doug Rahn, COO counseled you. It was very clear in this counseling that the next occurrence of violating this expectation would result in immediate termination. In addition, we sent Danny to training on "Role of the Professional Chaplain in Healthcare" to assist him in performing his role in this manner.

Joni Smith, VP and Danny's former supervisor indicated she has had to also address this issue with Danny on several occasions including an incident that

