

To: Richard Gilmore
From: Kira Wells
Date: Oct 31, 2024

RE: LETTER OF REPRIMAND (NON-CLASSIFIED)

This document is a follow-up to our previous discussion(s) about your performance in your current position at Mines. After talking with you and giving you the opportunity to respond to these matters, I have decided to issue this Letter of Reprimand in accordance with ITS Principles, IT Norms, and my expectations within our team.

This letter is a formal memorandum to document your recent and continued failure to comply with directives from me, and the ITS Principles & IT Norms. You are being provided with this Letter of Reprimand, after you have been given the opportunity to respond to the allegations by providing me with your explanation of the events.

SYNOPSIS OF CURRENT AND PRIOR EVENT(S):

I have witnessed that from October 21-24 you have

1. On Monday October 21st you were ~45 min late for the RC Team Live meeting without prior communication or responding to communication attempts.
2. On Monday October 21st you left the RC Team Live meeting ~30 minutes early without prior communication.
3. On Tuesday October 22nd you were absent for the RC Daily Stand Up without prior communication or RSVP indication.
4. On Tuesday October 22nd you were absent for Securing Grants from Foundations Workshop 2024 without prior communication or RSVP indication.
5. On Thursday October 24th you were absent for 1:1 Richard & Kira without prior communication or RSVP indication.

During our conversation on Monday 21st, you admitted that you were late for the RC Team meeting and offered no explanation for the lack of communication. Additionally, you failed to communicate that you would need to leave early.

Required Improvements:

These situations evidence a lack of Accountability & Communication Competencies. To be successful, I need you to take the following steps:

- You will comply with and support all Mines' policies, especially IT Department Norms regarding calendar management and ITS Principles regarding Team Culture and accountability.
- You will complete the Taking Responsibility for Your Accountability, Developing Personal Accountability, and Earning and Offering Trust at Work training in Percipio and provide me a copy of your completion certificates by November 13, 2025 at 5pm. Should you have questions or

need clarification regarding this training, please address those with me prior to the completion deadline. If you do not follow up with me to ask questions or seek clarification, I will conclude that you were able to access the training and that you understand the content.


- As a reminder, Mines hours of operation are Monday through Friday, 8am-5pm. If you will be unavailable, the expectation is that you communicate that with me prior, enter a leave request in Workday, and add the time to the ITS Time out of the Office calendar. Annual leave is available upon request, and expected to be communicated a minimum of 48 hours in advance.

Additionally, I hope you understand the seriousness of your actions and will take steps to improve your performance. If you have any questions about my expectations, please contact me immediately. This Letter of Reprimand is intended to convey to you the importance of meeting workplace standards and expectations. You are an important member of our staff, and it is my expectation you will have no further incidents of this type. Future occurrences of conduct such as this or other performance deficiencies may result in corrective or disciplinary action, up to and including termination.

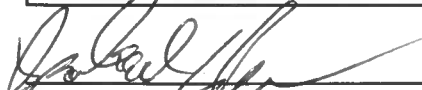
Mines upholds a policy against retaliation. You are directed to not treat anyone differently because you believe they may have been involved in a complaint, inquiry, or any other events that gave rise to this matter.


Lastly, if you have concerns that you do not feel comfortable discussing with department management, I urge you to contact Human Resources at Guggenheim Hall, Suite 110 or 303.273.3250. Please also remember you have access to the Colorado State Employee Assistance Program (CSEAP). CSEAP is a free and confidential resource available to all Mines employees. You may contact them at 303-866-4314.


Supervisor Signature


Date

Your below signature acknowledges receipt of this communication and a discussion of its contents.


Employee Signature


Date

If you would like to protest this action, you may initiate the grievance process in accordance with Faculty Handbook Section 11.3 Grievance Procedure. The first step of the grievance process is considered an informal process and shall be initiated with your supervisor or another person within your chain of command within 15 calendar days after you receive this action. This 15-day deadline also applies to claims of discrimination. In order to ensure timely processing of your grievance, please also notify Human Resources (hr@mines.edu). Additional information about the grievance process is available from Human Resources.

cc: Human Resources