

**Employer name:** Carnegie Endowment for International Peace

**1. Your dates of employment.**

I was employed from Oct 12, 2021 – Sept 30, 2024 at Carnegie Endowment

**2. Your position.**

Web Coordinator

**3. Your job duties.**

- web content management, email marketing, webpage design, digital marketing, digital asset management

**4. The official reason given for your separation. (Ex. Violation of Company Policy,**

(Sleeping on the Job, Insubordination, Unsatisfactory Work Performance, Absenteeism and Tardiness, Physical or Verbal Altercation, etc.)

Per human resources, I was let go due to Unsatisfactory Performance and a reorganization of the Web Coordinator role into a new role with higher qualifications.

**5. The name and title of the person who discharged you.**

**Name:** Chris Grider | Senior Human Resources Generalist

**Email Address:** CGrider@ceip.org

**Phone No:** 1 202 939 2308

**6. The final incident. Please explain in detail.**

I wasn't given any explanation on a final incident. I was only informed that my work has been turning up unsatisfactorily and that my position is also being reorganized into a completely new role and that would need someone more qualified.

**7. The date of the final incident.**

I was told about my termination/lay-off on June 26, 2024

**8. Was the final incident by itself enough to discharge you?**

As mentioned, I wasn't given any detail about "a final incident" but as it relates to work performance, I admit to not being forthcoming with quotas and results due to personal issues. Additionally, if the company has decided to reorganize the original Web Coordinator role into an Email Marketing Specialist role and, have concluded that I could not fulfil the duties of the role, then that may be justified as they are an at-will employer.

**9. Please provide any/all evidence to support your separation (warnings, write-ups, company policy, signed acknowledgement, attendance records, Performance Improvement**

**Plan (PIP), samples of the claimants' work product, work schedule, text messages, phone records, video, signed witness statements, signed admission statement, customer complaints, etc.)**

Unfortunately, written evidence of my termination were on my work email account which has been deactivated since I am no longer there. I however had my exit interview with Chris Grider (CGrider@ceip.org)

**If your separation was due to attendance, please also answer the following: N/A**

1. What was your tour of duty? (Ex. 8:00 a.m. to 4:30 p.m.)
2. What is the employer's call-in procedure?
3. Did you follow the employer's call-in procedure?
4. How were you made aware of his/her scheduled days to work?
5. Did you advise the employer of the circumstances that caused your tardiness or absence from work? If so, when? How? What was said?

6. Please provide a copy of your work schedule for record.