



King County

Records, Elections and Licensing Services Division Election Section

Department of Executive Services
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TTY Relay: 711

April 29, 2005

TO: Carlos Webb, Assistant Superintendent of Elections – Voter Services

FR: Bill Huennekens, Superintendent of Elections

RE: Unprofessional Behavior

The purpose of this memo is to follow-up in writing on the incident that occurred earlier this month in relation to a printer in your office. Your behavior towards me and other members of the staff regarding the printer in your office was unprofessional, inappropriate and not consistent with the goals and expectations of our section and the division. Your anger and confrontational demeanor directed at me and other managers in the section in the presence of other staff members was not acceptable. You must learn to control and effectively deal with personal frustrations in the work place in a more constructive and collaborative manner.

As an Assistant Superintendent, you are expected to be a leader in the elections section. You are expected to communicate in a professional manner consistent with the mission of the election section and the workplace expectations outlined in Section 4.1 of the Employee Handbook. I have attached a copy of the above noted expectations for your added convenience. As with all employees, and particularly in your role as an Assistant Superintendent in this organization and a role model to others, treating people in a respectful and non-confrontational manner is a fundamental expectation. Raising your voice, exuding physical anger, and demanding someone's attention to a seemingly trivial issue is not acceptable behavior in any environment under any circumstances.

Further, placement of this printer in your office connected only to your desktop demonstrates a lack of good judgment regarding the best distribution of resources for the entire elections section. This printer is a high quality, color laser printer with the ability to be connected to the network. As a manager in the elections section you are expected to take action under the proper authority and to exercise sound judgment in the distribution and use of resources.

While I do not consider this to be a disciplinary memo, you need to know that further instances of this kind of behavior will result in me addressing it as a disciplinary issue.

In the future I will look for you to deal with situations that may be personally frustrating in a constructive non-confrontational manner and to use judgment with the best interest of the Election section in mind. In this effort, please do not hesitate to seek out resources or training to assist you in this goal and consult with me on these opportunities.

If you have any questions about this memo or about what my expectations of you are, please do not hesitate to discuss them with me.