

Memo To: Danny Harvey, Director of Pastoral Care
Copy To: File
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

occurred at Leadership where Danny prayed in the name of Jesus which offended those of other religions.

On Tuesday, August 14, 2007, I personally observed Danny at the Chaplain Steering committee again praying in the name of Jesus, which again was not respectful of all religions.

I re-emphasized to Danny that he must at all times and in every situation while in his role at LRMC, be respectful of all religions. Danny's customer group (patients, team members and others) have been offended by his actions. The next time there is an incident, it will result in his termination of employment.

Performance concern #2:

Ability to self support his role as Director of Chaplain Services.

On Monday, July 2, 2007, I emailed to Danny a clear expectation that Maevonia Cooper my Administrative Assistant was unable to provide him with full clerical support for his role and that given the expectations of his role he should be able to perform his own support. I asked him to transition the tasks back over to himself.

This expectation has also been noted in his previous evaluations as goals for him to accomplish.

In a full time role, there is plenty of time for Danny to fully perform all of the tasks of his role including the clerical duties. If he is in need of computer skills, I recommended he take additional classes to assist him as offered through IT. In addition, any tasks he continues to attempt to give to Maevonia, she has been directed to 're-direct' him to the appropriate source to assist him (ie, materials management for ordering supplies).

I told Danny I was quite surprised given his tenure of employment that he seems to be a 'new leader' on the team and doesn't have the basic skills to support his needs after 7 years with the organization.

Performance concern #3

Failure to perform leadership expectations by not updating the LEM and other leadership systems (budget and productivity).

In preparing Danny's evaluation, I pulled his LEM information. The data was obviously not updated and had not been accessed most of this year. The expectation is that this information is accessed an updated monthly. In addition, the Budget, productivity system and other leadership expectations should be maintained and performed as expected by all of leadership.

This counseling is to document our discussions and to serve as a final written counseling. Immediate improvement in the areas noted must be demonstrated. In addition, this information is expected to be maintained in a confidential manner and should not be shared with others.

I will follow up with Danny again as we complete his annual evaluation in the next 2-3 weeks to determine his progress on these items.

In addition, Danny has requested to be moved into a system role as Director of Chaplain/Pastoral Care. At this time, I have elected not to move Danny into this role because he is unable to successfully perform his duties at LRMC, it would not be appropriate to move him over the system giving him additional responsibility. I will be evaluating the structure of Pastoral Care over the next few weeks and will make a determination as to the structure in the near future.

Danny Harvey August 27, 2007
Danny Harvey, Director of Pastoral Care Date

Darlene Stone 8-22-07
Darlene Stone, VP HR Date

William (Danny) Harvey 8/22/2007

LEESBURG REGIONAL MEDICAL CENTER**NOTICE OF ELIGIBILITY FOR WAGES IN LIEU OF NOTICE**

Name: William (Danny) Harvey
Date of Hire: May 1, 2000
Last Day Worked: August 22, 2007
Notification Period: August 23, 2007 – September 12, 2007
Date of Termination: October 17, 2007

NOTICE OF TERMINATION

The Company is terminating your employment involuntarily. As of your last day worked, you are on a leave of absence with no job responsibilities. You are not to report to work or otherwise visit Company premises except as a patient, visitor of a patient or with express permission from Company's Human Resources. This Notice of Eligibility is intended to inform you of the conditions and deadlines for qualifying for certain payments and benefits. You are not eligible for any other severance benefits under any other plan of Leesburg Regional Medical Center.

PAID TIME OFF (PTO)

You will continue to earn paid time off through your termination date. If you do not sign the Release, PTO will be applied to your unpaid leave of absence. On your termination date, You will receive all PTO earned but unused or not applied to your leave of absence. As of August 22, 2007, you have 101.74 hours, which equals \$2,395.97 gross.

IN CONSIDERATION FOR A SIGNED RELEASE

Should you decide to sign a Release within the required time period (and not revoke such release), you will receive:

- your regular salary of \$1,884.00, less applicable taxes and withholdings, paid at the same time as payroll, through your termination date.
- Continuation of your group health plan coverage, dental coverage and group life insurance through your termination date, so long as you continue to pay applicable contributions based on active employee rates. As of your termination date, you may be eligible to elect to continue group health plan coverage for up to 18 months pursuant to a COBRA election in a timely manner. A COBRA notice and election form package will be provided to you separately.
- Continuation of your participation in the 401(k) Plan. No distributions will be made until after your termination date.

If you do not sign the Release, or if you sign the Release and then revoke it, your leave of absence will be an unpaid leave during which you may look for new employment.

QUESTIONS

If you have questions regarding your severance or benefits, please contact the following:

General Questions:	Darlene Stone VP-HR	352-323-5361
Benefits Questions:	Donna Andrews	352-323-5551