



**EMPLOYEE DISCIPLINARY ACTION**

Date of Disciplinary: 4/25/2019

Name: Cary Zayas Lizka Emp. #: 6001995

Title: Director of Communications and Media Dept./Div.: Communications and Media

Type of Offense:  Progressive  Discretionary  Terminal

**Description of violated policy:** (Reference Policies/Procedure)

B-3. "Employees must perform position responsibilities in an appropriate manner and at assigned times."

**Description of Incident:** (Attach Back-Up Documentation)

During the Mayor's arraignment, you were present as a City of Edinburg representative. Your role was to be a neutral observant in order to gather information concerning our Mayor and answer any questions in a professional, cordial and neutral manner. During the situation, you blocked the news media's ability to gather footage and could have improved on being clearly neutral with your answers and communication with the media. It was a difficult time. let's use - Continued

Action Taken:  Verbal Warning  Written Warning  Transfer  
 Suspension W/O Pay; \_\_\_\_\_ of days  Dismissal  Other \_\_\_\_\_

**Additional Comments:** (If any)

this as an opportunity to learn and grow professionally.

**Next action to be taken in the event of another violation:** (Detailed Explanation)

Written warning, suspension without pay, or separation from employment

**Certification of Supervisor:** *I certify that I have made no willful misrepresentations in this report, nor have I withheld information. All actions indicated above, the reasons for these actions and their implications have been discussed fully with the employee; and, to the best of my knowledge, the employee understands the offense which has been committed, the penalty which is being administered, and the next level of discipline which will be applied should another violation occur.*

Juan G. Guerra  
Supervisor Name (Print)  
[Signature]  
Supervisor Signature

City Manager  
Supervisor Title (Print)  
4/29/19  
Date

Has a copy of this record been given to the employee? Yes No

**Acknowledgement of Employee:** *I hereby acknowledge that I have received a copy of this report and confirm that the above offense and the reasons for this action have been explained to me, that I understand these instructions fully, and acknowledge that should another offense be committed, I will be subject to further disciplinary action:*

[Signature]  
Employee Signature

4-29-19  
Date

Employee Comment: (If any) \_\_\_\_\_

**Management Review**

Department Director Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director Initials: [Signature] Date: 4/30/19