



OFFICE OF HUMAN RESOURCES

CITY OF SYRACUSE, MAYOR BEN WALSH

March 4, 2025

Patricia K. McBride
City Clerk
City Hall
233 East Washington Street
Suite 231
Syracuse, NY 13202

Richard Alsever
Director

Margaret Chajka
Assistant Director

RE: *Return to Work*

Dear Patricia,

The City has completed its review of certain written complaints that were received regarding your workplace conduct. We appreciate your cooperation throughout this process.

Following the review, it was determined that some aspects of your conduct did not align with the City's workplace policies, specifically regarding:

- The use of inappropriate language in the workplace
- Interactions with coworkers that may have been perceived as unprofessional or disruptive
- The importance of maintaining a professional and businesslike work environment

As a result, this letter serves as a written warning and a reminder of the City's expectations for all employees to maintain a respectful and professional workplace. To support you in this, you will be participating in a workplace training program focused on effective employee management and professional communication.

Additionally, the Common Council will be providing further clarification regarding the Clerk's role as it relates to Common Council employees. That information will be shared with you soon.

Lastly, we want to reinforce the City's commitment to a positive and inclusive work environment. Employees have the right to raise workplace concerns without fear of retaliation, and we trust that you will continue to uphold this standard. A copy of the City's retaliation policy, along with other relevant workplace policies, is enclosed for your reference.

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Human Resources
300 S. State St.
One Park Place,
Ste. 700
Syracuse, NY 13202

Office: 315.448.8780
Fax: 315.448.8761
syr.gov

We appreciate your attention to this matter and your commitment to fostering a productive and respectful work environment. Please let us know if you have any questions or if there is anything we can do to support you in meeting these expectations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ra', with a long horizontal flourish extending to the right.

Richard Alsever

CC: Common Council

Enclosures