

MEMORANDUM

March 10, 2016

TO: Richard Patton, Chief Executive Auditor

FROM: Gloria Cavazos, Chief Human Resource Officer
Human Resources

SUBJECT: **REASSIGNMENT TO HOME DUTY**

Based on allegations of misconduct and other performance concerns you are being temporarily relieved of your duties and reassigned to home duty, effective immediately. We believe it is in your best interest and that of the Houston Independent School District that you be temporarily reassigned until further notice.

During your reassignment, you are not to return to Hattie Mae White at 4400 West 18th Street, Houston, Texas 77092 without the written consent of Gloria Cavazos, Chief Human Resources Officer or Interim Superintendent, Kenneth Huewitt. We will use your current contact information on file to get in touch with you during the reassignment. If your contact information is incorrect or changes at any time during your reassignment, you are directed to immediately contact Gloria Cavazos and provide the updated information.

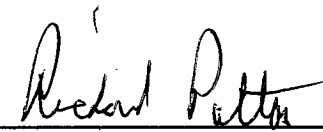
Effective March 10, 2016, you are directed as follows:

- You are not to have contact with staff, students, parents, colleagues, or participate in any district activities regarding official HISD business.
- You are to facilitate and cooperate with all district investigations, should that be necessary.
- Further you are not to obstruct, prevent, or cause to prevent any district investigation. Be reminded that retaliation against employees, students, parents, or patrons who make reports or who participate in district investigations is strictly prohibited.
- You may not work on any other HISD business without the express written consent by the Superintendent or Chief Human Resource Officer, Gloria Cavazos.

If you have any questions regarding your status, your responsibilities, or the district's expectations during this period, please contact Chief Human Resource Officer, Gloria Cavazos, at 713-556-7352.

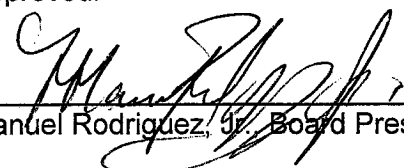
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I RECEIVED A COPY OF THIS COMMUNICATION ON THE DATE INDICATED BELOW:

Signature  _____
Richard Patton

Date 3/10/16

Approved:



Manuel Rodriguez, Jr. Board President