



July 20th, 2012

Tiffany Anderson
2 N Avena
Lodi, CA 95240

Dear Tiffany:

I hope you are doing well. As I believe you are aware, I have taken over as the Manager of the District. I will be your primary contact for communications about your employment situation. Emily Nicholas will also be involved in helping manage your situation, but your communications can be directed to me. We still have you on a leave of absence, but still need further communication from you regarding your status.

The last communication from you was in early June when you provided another doctor's note with restrictions that appear to prevent you from performing the essential functions of your job. As you are aware, the District has repeatedly tried to engage you in dialogue about your situation to confirm if you can perform your job and whether any reasonable accommodations can be provided to you. We have also asked for you to have your doctor identify if any accommodations exist that would allow you to perform your job, and if not, to confirm your restrictions and give any opinion he has about how long they are expected to last. We have confirmed for you that we do not want your medical records or additional medical information other than what we asked about in relation to your ability to work. You have refused to provide any further information from your doctor. We tried to set up a meeting with you in May and, at your request, had lined up your bargaining unit representative to attend as well. However, the working day prior to the meeting we received notice that you would not attend and that we should address your work status through your workers' compensation case. We indicated that as an existing employee you needed to communicate with us directly, but we also recently sent a representative to the informal settlement conference that was set up regarding your workers' compensation case. I understand your workers' compensations case is still pending.

We cannot continue to provide you with a leave if you refuse to communicate with us appropriately, and we cannot provide you with an indefinite leave of absence. The June 6, 2012 doctor's note you provided did not state how long your restrictions were expected to last and indicated you had a further appointment July 5, 2012. At this time, we have still not received any further communications from you. You must immediately provide us with updated information from your doctor regarding your ability to work. If you cannot perform all the essential functions of the job, the information should include what restrictions you have, how long they are anticipated to last, and whether any accommodations would allow you to perform the essential functions of the position.

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