



NH TECHNICAL COLLEGE

505 AMHERST STREET * NASHUA, NEW HAMPSHIRE 03061-2052 * (603)882-6923 * FAX 882-8690

July 12, 1994

1993-D-021

NH Personnel Appeals Board
State House Annex
Concord, NH 03301

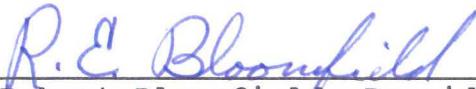
RE: Appeal of Donald Vallerand
Letter of Warning: January 20, 1993
Docket # 93-D-21

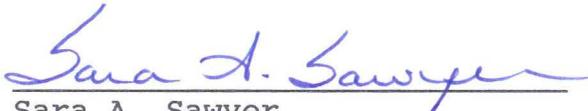
Dear Board:

This letter shall serve as written notification of the joint settlement of the appeal of Donald Vallerand as negotiated by the Nashua Technical College, the Department of Postsecondary Technical Education, the NH State Employee's Association, and Mr. Donald Vallerand.

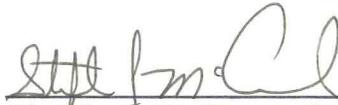
As agreed upon by all parties, the January 20, 1993 letter of warning shall be changed to a letter of counsel. This letter of counsel shall document those work-related performance issues as previously outlined in the January 20, 1993 letter of warning and as supported in the July 12, 1994 memorandum submitted by Mr. Vallerand to President Robert Bloomfield. (see attached memorandum).

Approvals:


Robert Bloomfield, President
Nashua Technical College


Sara A. Sawyer
Human Resources Administrator

Donald Vallerand
Nashua Technical College


Stephen McCormack, Field Rep.
State Employee's Assoc.

52 Constantine Drive
Tyngsboro, MA 01879
July 12, 1994

President Robert E. Bloomfield
NH Technical College
505 Amherst Street
Nashua, NH 03061

Dear President Bloomfield,

Please find outlined my responses to the 5 work related issues surrounding the letter of warning dated January 20, 1993.

1. I will perform all teaching and other related duties professionally and in keeping with the standards of the College and to the best of my abilities.
2. I will accept and complete work assignments as required. Should I experience obstacles or difficulties in the completion of work assignments I will appropriately communicate those concerns to my supervisors.
3. I will work cooperatively with all staff of the College.
4. I will respond to supervision. Should I have concerns or require additional information, direction, or clear understanding of the issues surrounding said assignments I will appropriately communicate those concerns to my supervisors.
5. I will communicate professionally, appropriately and effectively with students, co-workers and management of the College.

I trust this fulfills your request.

Sincerely,


Donald H Vallerand