

[These two documents were included in the material provided by the city of Bloomington to The B Square Bulletin in response to records request <https://bloomingtonin.nextrequest.com/requests/26-101>]

#### Administrative Remarks

**DATE:** 10/27/2025  
**TO:** Chaz Mottinger, Special Projects Manager  
**FROM:** Jane Kupersmith, Director of Economic & Sustainable Development  
**RE:** Step 2 Written Warning  
**CC:** Human Resources, Employee File

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In accordance with Section 3.04 of the City of Bloomington Employee Handbook, you are being given a Step 2 Written Warning for having shared sensitive information with members of the public. You sent a copy of a letter not intended for you to people in the community with whom you work. This was a violation of Section 3.04.02(13,14):

*13. Dangerous or egregious behavior;*

*14. Any action that, whether or not a violation of a regularly established rule, regulation, or policy, is so detrimental to efficient City operations or to the public interest that discipline or discharge could reasonably be expected to result.*

Going forward, it is expected that you will not disseminate information that could have the risk of harming members of the public or the administration.

Failure to change the listed behavior could result in termination.

As stated above, this is a Step 2 Written Warning in accordance with Section 3.04 of the City of Bloomington Employee Handbook. An excerpt is reproduced below to give you due notice of the City's progressive discipline policy:

#### 3.04. Progressive Discipline


Normally, employee misconduct or unsatisfactory performance will be subject to the following progressive disciplinary system, except as otherwise provided herein:

- (1) The first (1<sup>st</sup>) offense or incident will result in a written warning.
- (2) A second (2<sup>nd</sup>) offense or incident, including, but not limited to, a repetition of the first (1<sup>st</sup>) offense or incident within twelve (12) months of the first (1<sup>st</sup>) offense or incident will result in a written warning and a one (1) to three (3) work day suspension without pay as determined by the department head, or as determined by the employee's supervisor with department head approval.

- (3) A third (3<sup>rd</sup>) offense or incident, including, but not limited to, repetition of previous offenses or incidents, within twelve (12) months of the second (2<sup>nd</sup>) offense or incident, will result in immediate discharge.


The City reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary.

You have the right to grieve this Step 2 pursuant to the City of Bloomington Employee Handbook Section 3.06. If you have any questions about the grievance process, please contact Human Resources.

  
\_\_\_\_\_  
Supervisor's Signature

10-30-25  
\_\_\_\_\_  
Date

*Signing below acknowledges receipt of this document and does not imply an agreement with content herein.*

  
\_\_\_\_\_  
Employee Signature

10/30/25  
\_\_\_\_\_  
Date

\_\_\_\_\_ *Check here if employee has refused to sign.*

DATE: 2/10/2026  
TO: Chaz Mottinger  
FROM: Jane Kupersmith, Director ESD  
RE: Step 3 Disciplinary Notice and Termination  
CC: Human Resources, Employee File

In accordance with Section 3.04 of the City of Bloomington Employee Handbook, you are terminated for 3.04.02.14 Any action that, whether or not a violation of a regularly established rule, regulation, or policy, is so detrimental to efficient City operations or to the public interest that discipline or discharge could reasonably be expected to result.

On February 9, 2026 we became aware that you engaged in a pattern of Google Chat conversations that were not professional, nor in the best interest of the City of Bloomington.

You previously received a Step Two Written Warning on October 27, 2025 for having shared sensitive information with members of the public, when you sent a copy of a letter not intended for you to people in the community with whom you work, which was a violation of Section 3.04.02 (13, 14).


It is for this reason that your employment with the City of Bloomington is terminated effective immediately. Please return your City-issued badge, cell phone, and any other City property that you may have. Our insurance carrier will send you a COBRA notification within 30 days.

This is notice of your right to appeal the action through the grievance procedure outlined in Section 3.06 of the Employee Handbook.

  
\_\_\_\_\_  
Supervisor's Signature

2/10/26  
\_\_\_\_\_  
Date

Signing below acknowledges receipt of this document and does not imply an agreement with content herein.

  
\_\_\_\_\_  
Employee Signature

2/10/2026  
\_\_\_\_\_  
Date

\_\_\_\_\_ Check here if employee has refused to sign.

Statement of Dismissal was set to the City Clerk and filed on \_\_\_\_\_, pursuant to the requirements outlined in IC 36-4-11-3.