

[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: 09/02/2025
TO: Holly Warren
FROM: Jane Kupersmith
RE: Step 1 Written Warning
CC: Human Resources, Employee File

Text

In accordance Section 3.04 of the City of Bloomington Employee Handbook, you are being given a Step 1 Written Warning for violating Section 3.02.02 Conflicts of Interest as it relates to seeking compensation for professional services for your domestic partner. The policy reads:

An employee may not engage in conduct that could be construed as a conflict of interest unless a written waiver is reviewed by the City's ethics officer and approved in writing by the Mayor or a designee. This waiver constitutes proof that the potential conflict of interest is not a violation of this policy. A copy of the waiver must be sent to the Office of the Controller.

On May 29, 2025, payment was requested to compensate your partner to lead a professional development workshop on May 28. The payment request was made without a disclosure of conflict of interest and without requesting a waiver as described above.

On June 3, I brought the issue to you and the City Attorney, who in turn notified the City's ethics officer. The ethics officer forwarded the issue to Human Resources. Human resources met with me on July 22, 2025 to discuss the issue.

On July 28, 2025, HR Director Sharr Pechac and Assistant Director Hilary Kanyi had a meeting with you, which served as part of the investigation. At this time it was explained why this was a violation of the policy. The following day, I was notified by HR that this would necessitate a Step 1.

In the future, as an employee you will abide by all policies in the employee handbook, including disclosure of conflicts of interest and proper management of procurement process.

Failure to change the listed behavior could result in further progressive discipline.

As stated above, this is a Step 1 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 (1st) offense or incident will result in a written warning.
- (2) A second (2nd) offense or incident, including, but not limited to, a repetition of the first (1st) offense or incident within twelve (12) months of the first (1st) 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 (3rd) offense or incident, including, but not limited to, repetition of previous offenses or incidents, within twelve (12) months of the second (2nd) 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 1 pursuant to the City of Bloomington Employee Handbook Section 3.06. If you have any questions about the grievance process, please contact Human Resources.

DocuSigned by:

 B2F0D91FD1E5413...

 Supervisor's Signature

9/2/2025

 Date

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

DocuSigned by:

 723A4FFFEFD6409

 Employee Signature

9/2/2025

 Date

_____ *Check here if employee has refused to sign.*

DATE: 2/10/2026
TO: Holly Warren
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 One Written Warning on September 2, 2025 for Conflicts of Interest as it relates to seeking compensation for professional services for your domestic partner.

Due to the severity of the situation, Step Two of the progressive discipline system will be skipped. 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

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.

Redaction Log

Reason	Page (# of occurrences)	Description
IC 5-14-3-4(b)(8)	3 (1)	---
	5 (2)	---
	6 (1)	---
	7 (1)	---
	8 (1)	---
	9 (1)	---
	10 (1)	---
	12 (1)	---
14 (1)	---	
IC 5-14-3-4(b)(8) - Nonresponsive	18 (1)	---