

GEORGIA DEPARTMENT OF CORRECTIONS
POSITION/PERSONNEL ACTION REQUEST

DATE 5/27/2021

LOCATION Baldwin State Prison
INITIATOR Roxie Edwards

PHONE 478-445-6170
E-MAIL Roxie.Edwards@gdc.ga.gov

EFFECTIVE DATE OF ACTION
6/1/2021

EMPLOYEE INFORMATION		SUPPORTING PAPERS		COMMENTS
Name	Wooten, Shounnette	<input type="checkbox"/> Correspondence (Resignation or Adverse Actions)	Terminated for Violation of Employee Standards of Conduct, effective 6/1/2021. Schedule: 11.75 hours daily.	
Empl ID	01006021	<input type="checkbox"/> Suspension Notice		
Gender	Female	<input type="checkbox"/> PIF/PMF		
Race	Black	<input type="checkbox"/> Min. Qual. Review Decision		
DOB	9/30/1973	<input type="checkbox"/> DOL 800 Separation Notice		
Maildrop ID	#N/A	<input type="checkbox"/> Other (Specify):		
ACTION, REASON & DESCRIPTION				
1	TER VIO Violation of Rules	Is retire recommended? --		
2	--	*if No, then attach supporting documentation		
3	--	Terminal Leave Hours To Be Paid:		
		*Please attach verification		
		Last Day in Pay Status:		
		Does action impact a high security supplement?		

CPA USE ONLY		FROM	
FLSA Code	--	Position Number	00106526
DTI Code	--	Job Code	PSP191
Classified Indicator	--	Department ID	4672140901
Job Title	--	County Code/Name	005/Baldwin
Facility Name	#N/A	Pay Grade	LH
Zip Code	#N/A	Classified Indicator	Unclassifd
Semi-Monthly Salary	0.00%	Job Title	CSM Correctional Officer 2
% Change	0.00%	Facility Name	Baldwin SP-Security Opns
		Zip Code	31034
		Semi-Monthly Salary	\$1,451.12

WORK SCHEDULE (DAYS & SHIFTS)																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	--	11.75 hr Shift	Name
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	11.75 hr Shift	

COMPLETED BY			BUDGET APPROVAL BY			APPOINTING AUTHORITY		
Name	Roxie Edwards, HR Manager	Date	5/27/2021	Name	Walter Berry, Warden	Date	5/27/2021	
<i>Roxie Edwards</i>				<i>[Signature]</i>				



GEORGIA DEPARTMENT OF CORRECTIONS

Central Hr/Gibson Hall, 2nd Floor

P.O. Box 1529

Forsyth, Georgia 31029

TELE: (478) 992-5211

FAX: (478) 992-5207



Brian P. Kemp
Governor

Timothy C. Ward
Commissioner

NOTICE OF FINAL ACTION

May 27, 2021

Shounnette Wooten
EID #01006021
185 Holloman Road
Gray, GA 31032

RE: Proposed Termination

Dear Ms. Wooten:

On or about May 17, 2021, you were notified by your Appointing Authority that he was proposing an adverse action of Termination due to your violation of the Employee Standards of Conduct policy: Personal Dealings.

A Disciplinary Review of your case was conducted, and your response was considered. The Disciplinary Panel has **upheld** the proposed sanctions.

Your Termination from employment is effective on June 1, 2021.

Therefore, this letter will serve as the **final determination** that this issue is **closed** in accordance to policy, and no further action will be taken by the Disciplinary Panel.



Walter Berry, Appointing Authority

5/27/2021
Date

7018 2290 0000 6413 4911

Employees Signature (Acknowledges Receipt Only)

5/27/2021
Date

Equal Opportunity Employer



State of Georgia
Department of Labor
SEPARATION NOTICE

1. Employee's Name Shounnette Wooten 2. S.S. No. 239236863
 a. State any other name(s) under which employee worked. _____
 3. Period of Last Employment: From 5/1/2013 To 6/1/2021
 4. REASON FOR SEPARATION:
 a. LACK OF WORK
 B. If for other than lack of work, state fully and clearly the circumstances of the separation:

Termination effective 6/1/2021, violation of Employee Standards of Conduct.

5. Employee received payment for: (Severance Pay, Separation Pay, Wages-In-Lieu of Notice, bonus, profit sharing, etc.)
 (DO NOT include vacation pay or earned wages)
 _____ In the amount of \$ _____ for the period from _____ to _____
 (type of payment)
 Date above payment(s) was/will be issued to employee _____
 IF EMPLOYEE RETIRED, furnish amount of retirement pay and what percentage of contributions were paid by the employer.
 _____ Per month _____ % of contributions paid by employer.
 6. Did the employee earn at least \$3,000.009 in your employ? YES NO If NO, how much? \$ _____
 Average Weekly Wage _____

Employer's Name Corporate Cost Control
(Georgia Department of Corrections)
 Address P.O. Box 1180
(Street or RFD)
 City Londonderry State NH 03053
 ZIP Code
 Employer's Telephone No. 1-800-207-6926

Ga. D.O.L. Account Number 110094-00
 (Number shown on Employer's Quarterly Tax and Wage Report, Form DOL-4.)

I CERTIFY that the above worker has been separated from work and the information furnished hereon is true and correct. This report has been handed to or mailed to the worker.

Trace Edwards
 Signature of Official, Employee of the Employer or authorized agent for the employer

HR Manager
 Title of Person Signing

5/27/2021
 Date Completed and Released to Employee

NOTICE TO EMPLOYER
 At the time of separation, you are required by the Employment Security Law, OCGA Section 34-8-190©, to provide the employee with this document, properly executed, giving the reasons for separation. If you subsequently receive a request for the same information on a DOL-1199F, you may attach a copy of this form (DOL-800) as a part of your response.

NOTICE TO EMPLOYEE
 OCGA SECTION 34-8-190© OF THE EMPLOYMENT SECURITY LAW REQUIRES THAT YOU TAKE THIS NOTICE TO THE GEORGIA DEPARTMENT OF LABOR FIELD SERVICE OFFICE IF YOU FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS.



Georgia Department of Corrections

Human Resources

Leave Verification Form



Date of Verification: 06/01/2021		Hire Date: 05/01/2013					
Name: Shounette Wooten		EMPL ID: 01006021					
Effective Date of Current Action: 06/01/2021							
Type of Action (Termination, Retirement, Transfer, etc.): Termination							
Final Leave Balances							
Sick	Annual	Personal	State Comp	FLSA Comp	Holiday	Forfeited	Education Support Leave
718.43	360	0	104.30	0	386.43	570.29	8
Please use the space below to provide any relevant information pertaining to the final balances (adjustments, payout information, etc.):							
I verify the above leave balances are correct and all leave usage has been entered through the date of this verification.							
Signature of HR Representative:							Date:
/s/Julie Martin, Admin Support 3							06/01/2021