

Emily Pratt Slatin

NY

July

[REDACTED]

Dear [REDACTED],

I have decided to reply, in writing, to your telephone call to me, left on my answering machine yesterday afternoon, regarding the alleged misplacement/nonexistence of my Employee Orientation Packet, which I completed last October, when I first was hired. You stated that there is going to be some kind of inspection at the hospital soon, and that I should look around my house for the missing forms, since you are certain they there. I can assure you they are not.

I would remind you, with respect, that I completed ALL required forms - at the hospital - during my orientation, in October [REDACTED]. Once all those concerned had approved and signed off on my suitability for employment, a hospital employee (who was involved in the orientation process) collected my completed forms (as well as those of others in my orientation group), and took them away. *My completed forms never left [REDACTED].*

Might it be prudent to point out that the problem of finding or replacing my missing Employee Orientation Packet really lies with whoever has been entrusted with the legal responsibility of keeping my employee records secure and confidential?

While I am concerned that you claim these forms are missing, I would bring to your attention that this is not the first time that important records and documentations have gone missing from my personnel/employment/medical file.

You may recall, since I was hired in last October, I have had to provide original proof of my EMT certification *at least three times*. Additionally, my immunization records have disappeared a number of times. As a result, I've had to have a titer test for Hepatitis B done twice, and still there is no record of the results in my file, according to the memos I have received from human resources.

Since, to my knowledge, no one else in my department seems to be missing parts of employment files, or has had repeated requests for document replacement or certification verification, or been subjected to multiple titer tests, this whole scenario is beginning to appear to me as part of a deliberate pattern of ongoing harassment, which could make me feel that I am in a hostile work environment.

I am really troubled as to how various portions of my personnel/employment/medical files could have vanished mysteriously, since the only individuals who appear to have access to my personnel files are you and the people in Human Resources.

The only answers I can come up with, to explain this puzzling and potentially illegal situation, are either my employee records are not secure, or that there is an intentional attempt to harass me, in the hopes I will resign from a job I happen to love.

Would you please be kind enough to investigate this matter further, please? It occurs to me that you, as my supervisor, would want to protect a loyal employee from incidents such as these.

Very truly yours,

Emily Pratt Slatin

cc: Director of Human Resources, [REDACTED]
cc: [REDACTED], President & CEO