



**What
would
YOU
DO**



EMPLOYEE SCENARIOS

Amy Davidson
First Assistant County Attorney
Montgomery County

QUESTION I

An employee, Rachel, reports to you that her butt was slapped by a co-worker, Chandler. You are Chandler's supervisor. Rachel said she doesn't want to "make a big deal out of it," but just wanted "you to be aware."





QUESTION I



1. Thank Rachel for bringing this to your attention. Run to your elected official's office. He/she will know how to handle this.
2. Initiate your own preliminary investigation. Start by talking to Chandler. He's hilarious so he was probably joking and didn't mean anything by it. Besides, Rachel isn't asking for any action.
3. Document the potential sexual harassment claim and wait until another butt-slapping incident occurs before taking action.
4. Move Rachel to a different job to protect her from Chandler; however don't discuss it with Chandler, as it might cause unnecessary tension in the workplace.

Question 1 - What would you do?

1. Thank Rachel. Run to your elected official's office.

0%

2. Initiate an investigation. Talk to Chandler.

0%

3. Document and wait for the next incident.

0%

4. Move Rachel to a safe space. Don't talk to Chandler to avoid tension.

0%

QUESTION II

Monica has difficulty completing tasks in a timely manner. She works hard, but often fails to complete key tasks, and as a result, others are frustrated. Monica is making an effort, but the efforts are in the wrong direction, and a backlog of work is building.



Question 2 - What would you do?

1. Encourage and manage Monica. Intervene with the co-workers.

0%

2. Recommend adverse employment action.

0%

3. Ignore the complaints. Monica is fine and no action is needed.

0%

4. Document the deficiencies and counsel Monica that continued and sustained improvement is expected.

0%

QUESTION III

You supervise Ross, who handles public records requests and subpoena responses. Ross often uses Microsoft Teams/ Jabber/ Texts to communicate. While most messages are work-related, Ross sometimes adds jokes like, “redacting these reports like I’m covering up a conspiracy!! 😂” Other employees confirm that Ross is reliable and just trying to lighten the mood, but you are concerned that the tone of these messages could be an issue.



Question 3 - What would you do?

1. Formally document every policy violation.

0%

2. Have a casual, but direct, conversation that all communications should be professional.

0%

3. Do nothing. Ross is good at his job and jokes are a part of a healthy office culture.

0%

4. It depends on context, tone, and whether others are not comfortable.

0%

QUESTION IV

You supervise Phoebe, who often allows her emotions to get the better of her. This behavior is marked by episodes of unreasonable anger or tears at times that would not seem to fit the situation. How would you reflect this on a formal evaluation?



Question 4 - What would you do?

1. Passionate and emotional employees are assets. No employee is perfect.

0%

2. Have a discussion. Written documentation may be harmful to the office.

0%

3. Factually describe the events in a formal evaluation. Review the document with Phoebe and demand professionalism.

0%

4. Ask Phoebe for a self-evaluation. It is important to know Phoebe's perception of her behavior and performance.

0%

QUESTION V

Gunther is spending a lot of time in Rachel's office, partly for work reasons, but also for personal reasons. Rachel is busy and would prefer to limit these conversations so that she can get things done during the work day, but wants to maintain a good relationship with Gunther and is unsure how to handle the situation.



Question 5 - What would you do?

1. Teach Rachel how to discuss the situation with Gunther. Help her learn how to explain her work boundaries.

0%

2. Instruct Rachel to walk away when the conversation becomes personal. Eventually, Gunther will get the hint.

0%

3. Talk to Gunther about the situation and Rachel's concerns. He'll probably understand that he can be distracting sometimes.

0%

4. Tell Gunther's supervisor that he needs additional work as he is clearly not busy enough.

0%

QUESTION VI

You're scrolling on social media and you see a scathing and profanity filled negative post about your elected Tax Assessor/Collector. You're shocked because you can't believe someone would write such a thing! Then, you realize the post was written by an employee you supervise.



Question 6 - What would you do?

1. Reply to the post and defend your elected official's honor. No one talks about him/her like that!

0%

2. Keep scrolling. No one pays attention to social media opinions anymore. If asked, you can just deny seeing it.

0%

3. Discuss the post with the employee. Refer to office and county policies. Disciplinary action may be appropriate.

0%

4. Document the post but don't discuss it to avoid infringing on or violating the employee's 1st Amendment rights.

0%

QUESTION VII

It is policy that all employees must obtain a supervisor's permission to be granted leave, whether it's sick, vacation, or personal. You receive the following text message from Joey, an employee, who is scheduled to work the next day: "Just wanted to let you know I will be out of the office tomorrow."



Question 7 - What would you do?

1. Write Joey up for being out of the office without approved leave.

0%

2. Respond with a denial because policy wasn't followed.

0%

3. Remind Joey that leave is requested; it is not a right or entitlement.

0%

4. Approve the request since Joey provided notice that he would be out ahead of time.

0%

QUESTION VIII

Monica is a great employee! The office is reorganizing office tasks and informs employees of the changes. Monica is told her job duties will change. Monica expresses that she loves her current position and does not want to change. Restructuring is in the office's best interest. Monica threatens to resign if moved.



Question 8 - What would you do?

1. Reconsider moving Monica since she does a great job. You don't want to lose a great employee.

0%

2. Say "I accept" to Monica when she resigns. Memorialize the resignation.

0%

3. Try to find a compromise by allowing her to do a balance of old and new work.

0%

4. Firmly tell Monica she is changing positions and that her cooperation is expected. The best interests of the office are paramount to her personal preferences.

0%

QUESTION IX

Two employees, Mike and Marcel, share the same office space. Mike reveals a constant flow of very personal, often uncomfortable information. Marcel would prefer not to be exposed to that level of personal information. As a supervisor, how would you handle this situation?



Question 9 - What would you do?

1. Tell Mike that Marcel is uncomfortable and that discussions should be professional when Marcel is within earshot.

0%

2. Reassign office space. It is clear that Mike and Marcel will not be able to work close to each other.

0%

3. Discuss with Marcel how to address the situation directly with Mike. Communication is important.

0%

4. Meet with both Mike and Marcel to discuss the issue and seek a resolution.

0%

QUESTION X

Janice appears to be using county resources, including her computer and the copier, to support a side business. Janice clearly is focused on this business, and discusses it frequently with others at the office. She's excited about the new venture, but seems to be less focused on her work. What, if any, action would you take as a supervisor?



Question 10 - What would you do?

1. Be supportive of the new venture. Janice will eventually re-focus after the “newness” of the business wears off.

0%

2. Report Janice to Public Integrity. Use of county assets for a private purpose is unconstitutional and may be a crime.

0%

3. Micromanage Janice for a while to make sure she is focused on work. Give her short deadlines for tasks.

0%

4. Discuss your expectations for her performance and focus. Express concern about her being distracted by the side business.

0%