

# CITY OF CHARLOTTESVILLE

[Insert Department Header Here]



TO: Parker Wentling  
FROM: Todd Divers, Commissioner of Revenue  
DATE: December 5, 2023  
SUBJECT: **Administrative Leave Notice – Effective December 5, 2023**

This official notice is being provided to you to inform you that the City is placing you on paid administrative leave and reassigning you to your residence effective immediately, pending the outcome of an investigation into recent incidents in which you were allegedly involved while on duty that was reported to the City including but not limited to the following: November 2023 and on December 4 and 5, 2023. Due to the serious nature of the potential City policy violations including but not limited to 9-1 Workplace Conduct and 10-5 Workplace Violence, the City has an obligation to further investigate this matter.

While your placement on paid administrative leave status is not a disciplinary action and is intended to preserve the integrity of any investigations into this matter, the potential allegations of violations of workplace policy, if determined to have occurred, may result in further disciplinary action as they are a potential department and City Personnel Policy violations.

While assigned to home, you will continue to receive your regular pay. As your paid administrative leave is effective immediately, you are further instructed not to come to work. Additionally, you are specifically directed not to report to work, be at work, or be on City work premises, to include the City of Charlottesville premises (including any City owned building and grounds), during any hours during this time unless requested to do so for a meeting. Your access to City of Charlottesville buildings and networks/systems will be suspended until further notice. You will not have access to any City of Charlottesville employee identification cards, keys, or City owned equipment and devices.

While assigned to home, you are directed to:

1. Remain at home and be available by phone or in person at all times during your paid administrative leave schedule, Monday through Friday, 8:00 AM to 5:00 PM. This will continue to be your work shift in place for the duration of your assignment to home. Your scheduled days off will be Saturday and Sunday while on paid administrative leave.
2. You are not to access any City of Charlottesville Building or grounds without prior approval from the Human Resources Director, Mary Ann Hardie, or myself.
3. You will need to make prior arrangements with me if you need to schedule time off during your regular work shift (i.e., medical appointments, etc.). If you must leave home for any reason during your scheduled work hours or in the event of

illness or personal emergency, you must notify me by either phone (434)970-3165 or via email: [divers@charlottesville.gov](mailto:divers@charlottesville.gov). You will be expected to code those hours away from home using the appropriate personal leave.

4. You are not to contact any City of Charlottesville employee regarding this investigation, other than myself, or the Human Resources Director, Mary Ann Hardie (434)970-3492.

If you believe there is an operational or business reason to be on City premises, you must receive pre-approval from either myself or the Human Resources Director and you will be escorted by either one of us while on City grounds.

As a City of Charlottesville employee, you will continue to be subject to all policies and procedures, and all pertinent laws and regulations. This assignment to home will remain in effect until the close of the investigation.

You will be informed about the results of the investigation following the completion of that process. You will also be informed as to when your paid administrative leave ends. Should you have any questions about any of the contents, directions, or instructions in this letter, please call me directly.

If you have any questions or concerns, feel free to contact me.

Respectfully,



Todd Divers  
Commissioner of Revenue

CC: Sam Sanders, City Manager  
Mary Ann Hardie, Human Resources Director

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BHG 953-8167