



**OFFICE OF MAYOR LENNY CURRY**

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**DATE:** August 15, 2019  
**TO:** Joseph Peppers, CEO, Kids Hope Alliance  
**FROM:** Brian Hughes, Chief Administrative Officer

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Please be advised that due to a workplace investigation by the Office of Inspector General into alleged misconduct, you will be placed on paid Administrative Leave (AD). Your Administrative Leave will begin *immediately* today following this meeting. During this time, you may be noticed to attend an investigation meeting and, if so, you will be required to report for the meeting within two (2) hours.

You may not contact any City employees during work hours unless specifically permitted by the Administration. You may not enter your workplace facility. Your cooperation is appreciated in this matter.

The City of Jacksonville offers an Employee Assistance Program which provides counseling and other assistance to City employees and their families. The program provides help for personal or job related issues that may cause stress. The phone number for the Corporate Care Works (CCW) Employee Assistance Program is (904) 296-9436. This program is confidential. All employees are encouraged to use this benefit and service.

*Acknowledgement of Receipt*

Joseph Peppers      8/19/19      3:54 pm  
Employee Name (Signature)      Date      Time

204 570 1909  
Employee Phone Number

cc: Stephanie Burch, Deputy Chief Administrative Officer  
Marlene Russell, Director of Organizational Effectiveness  
Diane Moser, Director of Employee Services