

Lue, Candice

From: Lue, Candice
Sent: Friday, April 24, 2015 11:24 AM
To: Shillingford, Fidelia X
Subject: RE: Minutes and Documents for Extended Team Meeting

Alex Khavin's Black
servile employee.
"My Manager" ck

Hi Fidelia,

Pursuant to our conversation yesterday, I thought the issue of me being demeaned by Alex that I spoke to you about in two meetings in January for you to raise with Alex was resolved. Bearing in mind, that again, I had to go through you to convey this matter to her as, as per protocol, I am not allowed to go directly to her.

As discussed in those meetings, I feel I am being demeaned by Alex assigning me to collect documents via email from the entire team to print, sort, organize, staple then lug to the team meetings to distribute to the entire team. These are duties that are not even assigned to the administrative assistant on staff to do and duties that were the responsibility of the entire staff to do for themselves.

Also, as I have made clear in my arguments, when I was being interviewed for this position, I was asked about taking minutes at meetings and it was only after it was confirmed by me that taking minutes at these meetings would have been rotational among all the analysts that I said that would have been okay. Otherwise, that would have been the deal breaker as I would have seen the job as an Analyst/Administrative Assistant position and would have immediately lost interest.

In my first office meeting, when it was still the procedure to rotate the minutes among all the analysts, Alex asked, "Who wants to take the minutes this time?" then she volunteered me to do it. For me that was fine as it was understood that the minutes were done on a rotational basis.


However, since then, she has relegated this duty to me and only me by instead of asking "Who wants to take the minutes this time?" in front of everyone, she's asking me if I am taking notes and if there is a follow up announcement addressing me saying "that's a follow up" as a signal that I am supposed to be taking the minutes.

In conjunction, and again in front of everyone, she announced that going forward I must print out everyone's handouts for the meetings and everyone must send their documents to me instead of to the team for me to put together in one email and send to the team. As, instead of everyone going through their emails searching for the sent documents, I should be the one doing the searching then opening each person's email, pulling their attachments and putting all the attachments together in one email so that it can be easier for everyone else to open and have the documents there. So, it is hard enough for everyone to search through their emails for the sent documents but for me, I must not only search through my emails for them, I must also open each person's email, pull their attachments and put all those attachments together in one email to make it easier for everyone else.

Alex has also been sending me emails prior to meetings asking me if I am collecting all the documents for the meetings and printing them beforehand as well as emailing all the team's attachments to the entire team the evening before the meeting. Bearing in mind, that this is the evening when I have to be working late due to the amount of work I have to do to prepare for the presentation when for the most part everyone else is good to leave work at a regular time.

As I have said to you in my meetings with you in January regarding this issue, "Am I the help? Is this 1910?"

Best regards,
Candice

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 Candice.Lue@jpmorgan.com

From: Dauber, Kimberly S
Sent: Wednesday, February 04, 2015 2:03 PM
To: Lue, Candice; Shillingford, Fidelia X
Subject: RE: Minutes and Documents for Extended Team Meeting

Lue, Candice

From: Lue, Candice
Sent: Wednesday, May 27, 2015 8:39 AM
To: AM Counterparty Risk Group
Subject: RE: Monthly CRG Governance Meeting

Hi All,

In the interest of team spirit, can you please print, sort, organize and staple as well as send your own presentation materials to the team? I find it unfair and demeaning that the task of printing, sorting, organizing, stapling, sending out and lugging YOUR presentation materials to the meetings is placed on me.

Best regards,
Candice

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Lue, Candice

From: Lue, Candice
Sent: Wednesday, May 27, 2015 9:32 AM
To: Khavin, Alex G
Cc: Shillingford, Fidelia X; Quix, Philippe
Subject: RE: Monthly CRG Governance Meeting
Attachments: RE: Minutes and Documents for Extended Team Meeting

Hi Alex,

As discussed in our meeting on April 24, I find it unfair and demeaning that you have placed the task of printing, sorting, organizing, stapling, sending out and lugging everyone's presentation materials to the meetings on me.


As I rhetorically asked in the said meeting, "Am I the help? Is this 1910?"

Please also see email trail attached.

Best regards,
Candice

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From: Khavin, Alex G
Sent: Wednesday, May 27, 2015 9:15 AM
To: Lue, Candice
Cc: Shillingford, Fidelia X
Subject: RE: Monthly CRG Governance Meeting

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Candice-

Fidelia and I have specifically asked you to take on this task, repeatedly.

My expectation has not changed, and I expect that there will be one package for the monthly meeting which will be put together by you, and sent out ahead of the meeting.

Again, if you need help printing, you can give  the prepared package and  can make the copies, however, you should be putting the full presentation together, and storing the PDF in our shared folder for the month.

Also, please remember to have the follow ups from the previous meeting included

Thank you.

This should be done today ahead of our meeting, as our colleagues in other regions need to print for themselves as well.

-----Original Message-----

From: Lue, Candice