



## COUNTY OF POLK Board of Supervisors

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Des Moines, Iowa 50309-2214  
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[www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

Mark F. Wandro  
County Administrator  
Ph. 515.286.2125  
Email:

[mark.wandro@polkcountyiowa.gov](mailto:mark.wandro@polkcountyiowa.gov)

February 10, 2020

### **VIA HAND DELIVERY**

Dr. Gregory A. Schmunk  
2903 160<sup>th</sup>  
Urbandale, IA 50322

RE: Notice of Contract Termination

Dear Dr. Schmunk:

This letter shall constitute formal notice that Polk County Iowa (the "County") is terminating its employment agreement with you effective ninety (90) days from the date of this letter in accordance with paragraph nine (9) of the employment agreement between you and the County dated November 6, 2018 (the "Agreement"). This decision was prompted by an apparent lack of oversight in the Medical Examiner's Office related to ongoing personnel issues, and resulted in a determination it is in the best interest of the County to move forward with different leadership for the Medical Examiner's Office. During the ninety-day notice period, you are directed to complete any currently pending matters and report to Dr. Akers once those matters are complete. Once completed, you will be placed in an administrative leave status for the remainder of the notice period. This means you will not perform the duties of the County Medical Examiner while in that status, but this does not affect your ability to perform consultative services or be used an expert witness.

Your compensation and benefits will be unchanged during the ninety-day notice period. Upon expiration of the notice period, the County will issue payment to you for any benefits due under the Agreement. This will include Severance in accordance with paragraph 12 of the Agreement, which provides that "Polk County shall pay a severance payment to the County Medical Examiner in accordance with the severance as detailed in the Polk County Department Head Employee Manual dated September 1, 2018." The referenced Department Head Employee Manual permits the option of receiving severance pay in a lump sum or equal installments of twelve (12) payments in the succeeding regular pay periods following expiration of the notice period. Polk County will pay your severance pursuant to the twelve (12) equal installments option unless you provide written notice to the County Administrator prior to the expiration of the ninety-day notice period requesting the lump sum option.

You must work with the County Administrator to identify any County property in your possession and turn in such property as directed.

The County thanks you for your service as the County Medical Examiner and wishes you the best in your future endeavors.

Robert Brownell  
1<sup>st</sup> District Supervisor

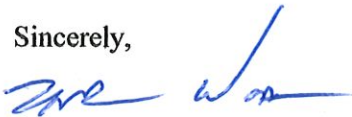
Angela Connolly  
2<sup>nd</sup> District Supervisor

Steve Van Oort  
3<sup>rd</sup> District Supervisor

Tom Hockensmith  
4<sup>th</sup> District Supervisor

Matt McCoy  
5<sup>th</sup> District Supervisor

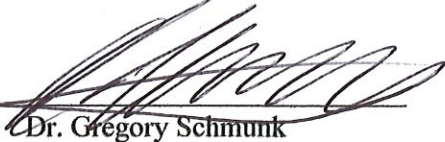
Sincerely,



Mark Wando  
Polk County Administrator

**ACKNOWLEDGEMENT OF RECEIPT**

I, Dr. Gregory Schmunk, hereby acknowledge that I have received the above-referenced notice.

  
Dr. Gregory Schmunk

\_\_\_\_\_  
Date

Cc: Personnel File  
Jim Nahas, Human Resources Director