

June 2, 2014

SECRETARY OF STATE

2014 JUN -2 PM 2:11

Ms. Sara A. Larsen
Campaign Finance Manager
Citizens Clean Elections Commission
1616 West Adams, #110
Phoenix, AZ 85007

Dear Ms. Larsen:

Enclosed is a response to the Sarah Beattie complaint with witness statements and other exhibits. It is our position that the Clean Elections Commission lacks jurisdiction because there is no clean elections candidate in the race, and request that the complaint be dismissed on that basis. Without waiving that position, in the alternative, we respond on the merits as follows and in the attached Response.

This letter will provide answers to your specific questions:

1. You requested a definition of "significant campaign work". This office has a certain amount of water cooler talk like any Governmental office, but when significant discussion or work needed to be done, that was held off-site. A statement by the executive director of an organization where offsite meetings were held, confirms that there were numerous such meetings there.
2. Salaries:

Sarah Beattie, \$45,000
Margaret Dugan, \$125,547
Brett Mecum, \$70,000
Debra Scordato, \$68,250
Kathleen Winn, \$103,040
Garrett Archer, \$60,000

You ask how many hours each individual performed campaign work compensated by the A.G. office. We divide the answer into two parts:

(1) Individuals other than Beattie:

No one spent time on campaign work for which he or she was compensated by the Attorney General's Office. Everyone submitted time sheets showing 40 hours of work per week, or if they took time off for campaign work, taking annual leave for this purpose. Every time sheet submittal includes a specific acknowledgement that misrepresentation of time can be subject to discipline or prosecution.

(2) Beattie:

Beattie now states that she worked only two hours a day. Her supervisor says this is not possible given the quantity of work she did responding to constituent inquiries, legislative work, working on the Peace officers Memorial event, and other tasks to which she was assigned. If she did work less than the hours she represented on her timesheets, this was contrary to the specific and repeated admonishments of Chief of staff, Margaret Dugan, who repeatedly told her she could not leave for campaign work or events, other than lunch time, until she had completed her 8 hours of State work. At an offsite meeting, she had a crying fit over Margaret watching her time in that way, witnessed by five people being myself, so all remember it. She also sent a co-worker a text message that said: "It's BS Margaret checks in on my hours all the time." There is more detail on this in the Response.

3. No state resources were used. The only exception was that Kathleen Winn drove a State vehicle to an off-site meeting, about 3 blocks, and was reprimanded and paid \$10 to the State. Individuals are entitled to attend to personal business on their own time, outside of their 40 hours, using personal laptops or cell phones. The relevant policies are quoted in the Response. To my knowledge, no state computers, phones, or other resources were used. (If there are exceptions, they are isolated errors.)
4. Same as answer to 3.

This answers your questions. A full response to the allegations by Ms. Beattie is enclosed.

Sincerely,

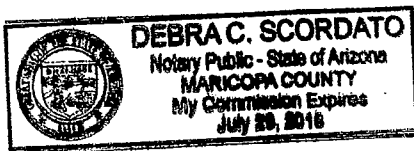
Tom Horne

Tom Horne

Enclosure

June 2, 2014

Debra C. Scordato



2014 JUN -2 PM 2:12

SECRETARY OF STATE

• RESPONSE TO ALLEGATIONS BY BEATTIE

2014 JUN -2 PM 2: 09

I. This is a False Claim by Someone With a History of Making False Claims

This Response is supported by 11 witness statements, attached as exhibits 5-15.

The Attorney General's Office takes seriously the obligation to make sure that all employees work 40 hours per week on state work, or that if they don't, their pay is reduced accordingly. This was enforced with appropriate strictness by AG Supervisors, about which Beattie complained frequently and emotionally. It was also documented by certified time sheets submitted by employees every two weeks, showing that they either worked 40 hours per week on state business, or their pay was docked if they did not.

Employees also have a First Amendment right to volunteer for political campaigns if they choose. All significant campaign work, including meetings, has been done at an off-site location, at lunch time or after work. The attached statement of Steve Trussell, exhibit 5, confirms that campaign meetings were conducted at his off-site office location, many times, at lunch time or after work. The word "significant" is used because the Attorney General's Executive Office has a certain amount of water cooler talk like any governmental office, but, when significant discussion or work needed to be done, that was held off-site. If the Attorney General's Office were treated as a campaign headquarters, as Beattie absurdly claims (New Times, 5/14), there would have been no reason for these numerous off-site meetings.

This case reflects a "turning of the tables" by an hourly employee, who had repeatedly and emotionally complained that her hours were "watched like a hawk" to be sure she put in 8 hours a day of legitimate state work before she could do any volunteer political work. In one instance, at an offsite campaign meeting, she had a crying fit, complaining that her time was being "watched", so that she did not do campaign work on state time. This is confirmed in the attached statements of Tom Horne, Margaret Dugan, Vanessa Martin, Mila Makal, and Art Harding (exhibits 6-10), all of whom witnessed it.

For example, in exhibit 6, Mila Makal states:

"During a brief off site lunch campaign meeting, I witnessed a campaign volunteer Sarah Beattie complaining that she is expected to work the full 8 hour day in addition to her campaign work. She was upset and emotional that she never had an opportunity to leave early when she worked on the campaign related assignments after hours. Margaret Dugan told her that we ALL

have to work at least 8 hours a day and then volunteer our time for the campaign afterwards and that the campaign work is optional.” Similar statements are found by four other witnesses, in exhibits 7-10. Beattie herself confirms this in a text message she sent a co-worker: “It’s BS Margaret checks in on my hours all the time.”

Now, Beattie seeks to turn the tables by alleging that the AG’s Office permitted what it in fact prohibited.

In her short work history (Beattie is 26) she has a habit of turning on employers when she leaves. The following are statements on the record from prior employers who have no connection whatsoever with the current Horne campaign:

Mike Hellon: “Sarah Beattie left the McCain campaign on bad terms. She made a claim for overtime. Although no one in the campaign thought there was any merit to the claim, a political decision was made to pay it to avoid any political embarrassment.”

Kevin Demenna (lobbyist who had employed Beattie): “When Sarah Beattie left my employment, I was told by a number of people that she claimed I had pushed my religion on her. That was never the case.”

Hellon repeated what happened when Beattie left the McCain campaign in a statement to the Capital times (5/8/14): “Mike Hellon, who worked with Beattie on U.S. Sen. John McCain’s 2010 reelection campaign, said Beattie threatened to sue the campaign over what she claimed was unpaid overtime pay. The campaign looked at it and basically said this is nonsense. There’s no merit to it at all. But there was a political decision made to go ahead and settle with her financially,” said Hellon, who served as McCain’s deputy campaign manager.”

The same article quotes Beattie as effectively calling Hellon a liar: “She also denied ever threatening to sue the McCain campaign and said she never had any salary-related disputes with the campaign.”

So, to believe that Beattie is a truth teller, one has to not only believe that five co-workers are liars, but also that the former Deputy Director of the McCain campaign is a liar, in a situation where he has no motive one way or another. It is more probable that Beattie is the fabricator, then that all of those other people are liars.

Further evidence of Beattie's dishonesty is her failure to disclose on her employment application her prior employment as a stripper at a strip club known as Sugar 44, previously known as Bombshells.

In an interview in the New Times dated May 8, 2014, Beattie is quoted as follows: "She admits to having a DUI on her record, to having done cocaine when she was younger, and to having once worked as a stripper." Had she disclosed that, she would not have been employed.

The DUI was disclosed and by itself was not a bar to employment. The history of cocaine abuse and employment as a stripper would have been. Certainly, leaving the strip club out of the list of prior employers was an act of dishonesty.

Beattie was moonlighting as a paid consultant for other public officials. She was obligated to disclose this from the beginning, but did not do so, except retroactively, or not at all.

II. Beattie's claims about her time expenditures.

The policies referred to here were all inherited from the Goddard Administration and prior administrations.

Other than the Attorney General, every AG employee submits bi-weekly timesheets, which are entered on the state computer. These timesheets contain a certification which must be acknowledged by the employee, each time he or she submits a timesheet, by clicking the word "accept". A copy of this certification is attached as Exhibit 1. It provides, in part: "I hereby certify that the attendance reported for the pay period is correct and that I have performed the services reported on the days indicated and for the, number of hours shown....I understand any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution. Accept Decline." (Emphasis added.) The employee must click "Accept" to submit time for each 2 week period.

Beattie's affidavit (par. 10) alleges she worked only two hours a day. Beattie's supervisor indicates that the claim she worked only two hours a day is not credible, based on the quantity of work she did in responding to constituent inquiries, doing legislative work, working on the Police Officers Memorial Board, etc.. (Ex. 10, par. 4.) But if Beattie was in fact working only two hours a day and being paid for 8, as her claim alleges, then she acknowledged every

time she submitted her timesheet that she was submitting false information that could subject her to legal prosecution.

Beattie always represented that any time she put in volunteering was in addition to her eight hours working for the state. For example, in a text dated Jan. 27, 2014, she stated “I can come in 7-3 every day.” This was a representation that she would first put in her 8 hours for the state and then be available to volunteer at 3:00.

Beattie’s work as a volunteer in the Horne campaign involved accompanying him in the late afternoon (after she put in her 8 hours of work) to the off-site location to take notes while he made fundraising phone calls; talking with the hosts for some fundraising events; and arriving early at those events to set up, etc. The idea that she would spend six hours a day, every day, doing these few things, during work hours, is patently absurd. Furthermore, the idea that Beattie falsified her hours to such a huge extent is contradicted by the fact that there were a number of weeks where she put in her timesheets that she worked less than 40 hours, and her pay was docked accordingly. Exhibit 2 contains copies of the some of the records, with references to illness being redacted due to Federal Law. These show numerous instances of her pay being docked for her not working 40 hours on state business.

Codes 640 and 641 indicate leave without pay. Each week shows a total adding up to 40 hours, because the total includes leave without pay. By looking at the codes, one can determine for how many hours Beattie was docked pay because she did not work a full 40 hours that week, and how many hours she was paid for. The following table gives examples of weeks for which she was docked pay because she wrote down less than 40 hours of work for the week:

| Week Ending | Number of hours for which pay was docked because Beattie claimed less than 40 hours | Number of hours paid for |
|-------------|---|--------------------------|
| 8/9/2013 | 6 - leave without pay | 34 |
| 8/15/2013 | 6 - leave without pay | 34 |
| 9/13/2013 | 10 - leave without pay | 29.5 |
| 9/20/2013 | 18 - leave without pay | 22 |
| 1/24/2014 | 3 - leave without pay | 37 |
| 1/31/2014 | 2 - leave without pay | 38 |
| 2/7/2014 | 1 - leave without pay | 39 |
| 2/21/2014 | 4 - leave without pay | 36 |
| 2/28/2014 | 4 - leave without pay | 36 |
| 3/21/2014 | 8 - leave without pay | 32 |
| 3/28/2014 | 4 - leave without pay | 36 |

| | | |
|-----------|--------------------------|------|
| 4/4/2014 | 1 - leave without pay | 39 |
| 4/11/2014 | 8 - leave without pay | 32 |
| 4/25/2014 | 18.8 - leave without pay | 21.2 |

II. All other Executive Office employees documented that they worked at least 8 hours a day on legitimate state time, or took annual leave when time was required for volunteering for the campaign.

The office has two classifications of employees: hourly employees, (also known as “non-exempt”) employees, and salaried (“exempt”) employees. Hourly employees are entitled to time and a half overtime for the hours they work in excess of 40 hours. Salaried exempt employees are not entitled to overtime. They are correspondingly entitled to more flexibility on their time. The law provides as follows:

Being paid on a “salary basis” means an employee regularly received a predetermined amount which cannot be reduced because of variations in the quality of quantity of the employee’s work. Subject to exceptions listed below, an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. http://www.dol.gov/whd/overtime/fs17g_salary.pdf

Notwithstanding this language, salaried employees in the Executive Office worked at least 40 hours a week on state work, or took annual leave if they worked less. They documented this on the timesheets referred to earlier, that they worked 40 hours, or where necessary, took annual leave for the time where they chose to take time off to go to a campaign event. (See attached Dugan statement, ex. 8, paragraph 1, where she indicates taking annual leave for campaign trips to Sedona and Verde Valley, and to make telephone calls at home for the Cuccinelli fundraiser.)

All of the employees in the Executive Office, other than Beattie, were salaried exempt employees. Beattie, who was classified on a much lower level than the others, was a salaried non-exempt employee (and would have been the only one entitled to time and half overtime for any hours worked over 40 hours). Although the salaried employees worked 40 hours a week and documented that they did so, (or took annual leave), they had somewhat more flexibility in their time. A salaried employee can work 10 hours one day, and 6 hours the next day (leaving early), whereas an hourly employee had to work 8 hours each day, with the only break time being 15 minutes in the morning and afternoon, and one hour for lunch. This undoubtedly

produced resentment on Beattie's part, who appears to not have understood the differences in the two classifications of employees.

Contrary to the general impression created by Beattie's claim, a close reading of it reveals that nowhere does she ever allege that any employee, other than herself, submitted a false timesheet, or worked less than 40 hours in any week for which that employee was paid for 40 hours. Certainly, management was entitled to rely on these certified time sheets. This brings us to the question of what employees are permitted to do on their own time.

A.R.S. § 41-752(C)(6), and the AG Policies, provide that State employees may, off duty and not at public expense, "engage in activities to advocate the election or defeat of any candidate."

Exhibit 3 is an excerpt from AGG Policy and Procedure Number ISS-1.

Paragraph IV provides that limited personal use of the State internet and email equipment for personal reasons is permissible.

IV A provides: "Users may use the Internet and email for personal reasons during personal time (i.e., before or after a user's scheduled work hours or during a break) and shall limit such incidental use to a reasonable duration".

Paragraph IV G provides that the state email cannot be used for political activities. State email was not used for that purpose, and there is no allegation that they did. (If there are exceptions, they are isolated errors.) The point is that before and after scheduled work hours or during breaks, it is understood that employees will be tending to personal business. The only distinction between personal business and political activity is the prohibition to using the state email for political purposes; there is no prohibition to doing something political on one's own time, as long as the state email is not used. As with all personal activity, it must be "reasonable duration" and, obviously, outside the 40 hours of regular work.

If individual staffers took personal time outside of their 8 hours to review or write emails on their personal laptops or cell phones, or make personal phone calls on their cell phones, there is nothing illegal or unseemly about that. Of the 21 exhibits to Beattie's affidavit, 9 are emails written during personal breaks, as opposed to lunch time or after work, depending on an individual's schedule. Those 9 are exhibits 4, 14, 15, 18, 24, 27, 28, 29 and 30. (As to the fact that they were done during breaks, See, e.g., statement of Scordato, ex. 11.) Not one of these emails is lengthy, and none of them could have taken more than five minutes to prepare. For an

accusation made against five employees, this is an average of 1.8 emails per employee per half year, written during a break. That is not an excessive number.

V. Theft by Beattie and Ryan

Horne had a personal notebook of past contributors (there were 1,900 in the 2010 election). The notebook contained contact information for each contributor, the date and amount of prior contributions, and Horne's personal notes about conversations with them, which were his personal, intellectual property. The notebook was kept in his AG Office, but only used for systematic calls for further contributions at the offsite location. The attached statement of Steve Trussell (ex. 5) confirms that Horne frequently went to the offsite location to make those calls.

There was a time period when a Court decision reduced the maximum contribution from \$4000 per person for both the Primary and General Elections, to \$912 per person. It was overruled, reinstating the \$4,000 limit. Beattie wanted to call the \$912 contributors from the offsite location, and suggest they increase their contributions. She was allowed to take the notebook for that purpose, with the expectation that she would return it. According to Beattie, no one returned her calls.

In an interview dated May 8, 2014, with The New Times, Beattie relates the following incident relating to the notebook:

"I had forgotten that I had it, and the office had fallen into a state of panic, afraid that it had fallen into the wrong hands. I think I blamed someone else for losing it. I found it in my car a few weeks later, and I just continued to blame someone else."

In the same New Times article, Ryan poses for a picture with the notebook, displaying it as a kind of trophy to politically embarrass Horne.

This constitutes theft of tangible and intellectual property by both Beattie and Ryan.

In addition, both Beattie and Ryan have disclosed to the news media confidential intellectual property of the campaign, such as minutes of meetings that discuss strength and weaknesses of the campaign and its intended actions in the future. This was for the purpose of politically embarrassing Horne, and of giving significant advantages to Horne's political opponents.

This constitutes theft and expropriation of intellectual property by both Beattie and Ryan.

The theft of the notebook occurred in January, or possibly February. This was four months before Beattie quit the campaign and her job. This means that for at least four months, or possibly longer, Beattie was acting on behalf of Horne's political adversaries, while planted in the Executive Office of the Attorney General's Office. The degree of deception is highlighted by text messages Beattie sent to Horne such as the following:

Beattie to TH: "I'll be by your side until you don't want me to."

...

Beattie to TH: "Thank you for everything. "You make me feel valued and my energy is 100% focused on your wellbeing."

VI. Beattie Blatantly Violated the terms of Her Own Attorney's Commitment to Preserve Records

Beattie blatantly violated the terms of her own attorney's "litigation hold" demand for preservation of records. Such a letter has to have a reciprocal commitment, and Ryan's dated May 5, 2014, stated, as it was required to do: "Please be advised that I have instructed my client to similarly preserve all relevant data that resides upon any electronic media within my clients possession or control." They have blatantly violated this commitment. Beattie was extremely active on facebook and twitter, and that has all been scraped from the internet, for which the only possible motive would be that if her twitter and facebook entries were available, they would further undermine her credibility.

Attached as Exhibit 4 is a report from a researcher. On page 2 of the report there is a reference to two videos that she maintained on "Vimeo", an alternate to YouTube. Those videos were available on May 8, when they were archived by the researcher, AND THEN WERE DELETED, SEVERAL DAYS AFTER RYAN'S RECIPROCAL COMMITMENT of May 5. THIS WAS A BLATANT VIOLATION OF RYAN'S COMMITMENT. The reader is urged to view the first Vimeo, which, because it was captured by the researcher on May 8, is available at <https://www.dropbox.com/s/sec4j0h0mxdu8t7/Sarah%2BBeattie%2B623%2B217%2B9337-SD.mp4>. This will further undermine her credibility.

VII. 1222 Minutes

On page 14 of her affidavit, Beattie alleges that Brett Mecum spent 1222 minutes editing a fundraiser flyer. Mecum could normally edit a fundraiser flyer in a few minutes. 1222 minutes is over 20 hours. Metadata showing 1222 minutes would indicate that he left his computer on overnight. 20 hours editing a flyer is absurd on its face, and the fact that this accusation was made reflects on the credibility of Beattie and Ryan.

VIII. Garrett Archer

With respect to Garrett Archer, like everyone else, he knew that any volunteer campaign work he did had to be done at lunch time or after hours, and did not count in his 8 hours a day as a salaried employee. The main task that Garrett agreed to do as a campaign volunteer was to redo the campaign web site. After many months went by, and this was not done, Garrett said he could not find the time after work to do this task. Horne told him that he would therefore have someone else do it, and arranged for someone who is not an employee of the Government to take over this task. (Ex. 10, par. 11.) Archer confirms this conversation. (Ex. 13.)

IX. Campaign Not Run Out of AG Office

It has been noted that Beattie's claim that the campaign was run out of the AG office is false, because if that were true, there would be no reason for the numerous off-site meetings confirmed by an independent witness in exhibit 5.

In addition, most of the elements of the campaign had not yet started, and the significant activities up to that point were:

**Petition signatures:* This is done at events in evenings and weekends. There is no way to obtain signatures during work hours.

**Emails:* The Horne campaign paid outside firms \$2500 per month to do these.

**Fundraising:* This was done by Tom Horne who had no help from anyone except Beattie who volunteered to do that. Brett Mecum also did a few isolated tasks and was careful to do them only at lunch or after work.

In addition, Beattie exhibit 23, confidential minutes of a campaign meeting, reflects frustration with tasks not being performed (particularly point 2, and references to timelines). If

people were working on the campaign during working hours, this would not have been the case: the work would have been done. It is precisely because the volunteers could not work on the campaign during their 8 working hours that so little was done.

The previously described incident with Garrett Archer is an example. He knew he could not work on the website during working hours, and could not find the time after hours, so it did not get done, and was reassigned to another volunteer.

X. Dan McCauley

Beattie alleges that an official communication to the AG office from Dan McCauley was forwarded to the campaign for campaign purposes. This is false. When the communication arrived it was forwarded to Horne so he would be aware of the AG issues raised, but accidentally sent to an archaic address which Horne never used. He recently tried to access it and was unable to. McCauley was never contacted for political purposes

XI. Bistrow Statement.

Exhibit 12 is the statement of Chief Deputy Rick Bistrow. His office is in the middle of the executive offices and he interacts all of the time with the people accused in the Beattie claim.

He states:

During my nearly 3 ½ years at the job, I have never noticed systemic campaign activities conducted in the environs of the EXO or at any other location at the offices of the Attorney General. Though someone might, in passing, refer to how well the campaign was doing, or mention they were going to a meeting after work, and similar comments, these were insignificant comments of extremely short duration and could not be deemed to be purposeful campaign activity.

He also states that he walks in unannounced to the offices of four of the six people accused (the exceptions being Archer, with whom he had less contact, and Winn, who is on a different floor):

I walk in unannounced to these offices many times in any given week and I have never observed any of these individuals conducting campaign activities on behalf of the re-election efforts of Tom Horne.

XIII. Linda Migliore

Exhibit 14 is an email from Linda Migliore, President of the Pebble Creek Republican Club, to Margaret Dugan. She states that she read about the AG staff being accused of using governmental time to do campaigning and wanted to relate her experience to the contrary. Emails from Dugan come early in the morning, and one at lunch, and phone calls in the evening: "On several occasions, you apologized for not getting back to me sooner, reminding me that you could not respond during business hours.... You were very professional and never as they say 'used company time' or resources"

IX. Other Allegations

Those allegations in the Beattie affidavit that have not been covered in this response are covered in the attached statements, in order that this response not be unnecessarily long.

X. Conclusion

All employees of the Executive Office of The Attorney General's Office worked on official business for 40 hours a week, or took annual leave when they chose to take time off for campaign activities. The statement of Trussell (ex. 5) establishes that numerous meetings were held at lunch and after work at his offsite location, which would have been entirely unnecessary if Beattie's absurd claim that The Attorney General's Office was a campaign headquarters were true.

It is therefore respectfully requested that the complaint be dismissed.

Respectfully submitted this 2nd day of June, 2014.

Tom Horne

I hereby certify that the attendance reported for the pay period is correct and that I have performed the services reported on the days indicated and for the number of hours shown. For any paid full day absence, I am deducting hours from my appropriate leave balance. Any future hours submitted are my best estimate and I will report any necessary adjustments. I understand that any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution.

Accept

Decline



**STATE OF ARIZONA
EMPLOYEE TIME ENTRY (ETE)
MANUAL ENTRY FORM**

INSTRUCTIONS:

To Employee:

- Complete this form if any of the following apply:
 - This is the first pay period you are hired
 - You haven't completed ETE training
 - You are transferring from an agency that uses ETE to an agency that does not (or vice versa)
 - Your time was not approved by the 5PM Friday ETE deadline
 - You are involuntarily separating
 - There is a situation where an ETE override is necessary due to a system issue

To Supervisor:

Submit this completed form to your personnel coordinator or agency payroll office by your payroll deadline.

Employee Name Samah Beattie
EIN 1

Process Level
Department EXO/CMO Pay Period End SELECT

| Week 1 | | | | | | | | Total Hours | Atten | | |
|----------|-----|-----|-----|-----|-----|------|-----|-------------|-------|-------|---------|
| Pay Code | Sat | Sun | Mon | Tue | Wed | Thur | Fri | | Code | Shift | Account |
| 100 | | | 10 | 10 | 10 | | 4 | 34 | | | |
| | | | | | | 6 | | 6 | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

WEEK 1 TOTAL 40 *Per*

| Week 2 | | | | | | | | Total Hours | Atten | | |
|----------|-----|-----|------|------|-----|------|-----|-------------|-------|-------|---------|
| Pay Code | Sat | Sun | Mon | Tue | Wed | Thur | Fri | | Code | Shift | Account |
| 100 | | | 10.8 | 10.8 | 8 | 10.8 | 8 | 40 | | | |
| 800 | | | 2 | 2 | | 2 | | 6 | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

OT Request will be coming for comp. Per

WEEK 2 TOTAL 46

The State work week begins Saturday at 12:00 a.m. and ends Friday at 11:59 p.m. Hours worked must be recorded on the day actually worked. Holiday leave can only be recorded on a State Service Holiday. All other leave hours should be recorded on the day normally scheduled to work.

EMPLOYEE CERTIFICATION: I hereby certify that the attendance reported for the pay period is correct and that I have performed services on the days for which hours worked are indicated. Any future hours submitted are my best estimate and I will report any necessary adjustments. I understand that any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution.

SUPERVISOR CERTIFICATION: I hereby approve and certify that the attendance reported for the pay period is correct and the employee has performed the reported services for a valid public purpose. I certify that any leave reported has been approved and is available for this pay period. I understand that knowingly approving a falsified time sheet may subject me to disciplinary action and/or legal prosecution.

Samah Beattie 8/15/12
Employee Signature Date

Kathleen Wm 8/14/12
Supervisor Signature Date

Comments: _____

| | |
|---|--|
| <input checked="" type="checkbox"/> Validated eligibility for all paycodes <input checked="" type="checkbox"/> Entered into HRIS on 8/13/12 BY: JZ <input checked="" type="checkbox"/> Validated on Monday of compute that no ETE-time records were submitted for this employee | Comment on why an ETE Override is necessary, if applicable |
|---|--|



**STATE OF ARIZONA
EMPLOYEE TIME ENTRY (ETE)
MANUAL ENTRY FORM**

INSTRUCTIONS:

To Employee:

- Complete this form if any of the following apply:
 - This is the first pay period you are hired
 - You haven't completed ETE training
 - You are transferring from an agency that uses ETE to an agency that does not (or vice versa)
 - Your time was not approved by the 5PM Friday ETE deadline
 - You are involuntarily separating
 - There is a situation where an ETE override is necessary due to a system issue

To Supervisor:

Submit this completed form to your personnel coordinator or agency payroll office by your payroll deadline.

Employee Name Sarah Beattie
EIN 1

Process Level
Department Pay Period End 9/13/2013

| Week 1 | | | | | | | | | | Total | | |
|--------------|----------|---------|---------|---------|---------|----------|---------|-------|-------------|-------|------------------|--|
| Pay Code | Sat 8/31 | Sun 9/1 | Mon 9/2 | Tue 9/3 | Wed 9/4 | Thur 9/5 | Fri 9/6 | Hours | Agency Code | Shift | Account | |
| 320 | | | 8 | | | | | 8 | | | | |
| 100A | | | | 6 | 6 | 2 | | 14 | | | 62700 | |
| 100 | | | | 2 | 2 | | | 4 | | | | |
| | | | | | | | 7:40 | 7:40 | | | | |
| | | | | | | 6 | .20 | 6.20 | | | part meth-excess | |
| | | | | | | | .60 | | | | | |
| WEEK 1 TOTAL | | | | | | | | AD | | | | |

| Week 2 | | | | | | | | | | Total | | |
|--------------|---------|---------|---------|----------|----------|-----------|----------|-------|-------------|-------|---------|--|
| Pay Code | Sat 9/7 | Sun 9/8 | Mon 9/9 | Tue 9/10 | Wed 9/11 | Thur 9/12 | Fri 9/13 | Hours | Agency Code | Shift | Account | |
| 100 | | | 8 | 5.5 | | 8 | 8 | 29.5 | | | | |
| | | | | 2.5 | 8 | | | 10.5 | | | | |
| WEEK 2 TOTAL | | | | | | | | AD | | | | |

The State work week begins Saturday at 12:00 a.m. and ends Friday at 11:59 p.m. Hours worked must be recorded on the day actually worked. Holiday leave can only be recorded on a State Service Holiday. All other leave hours should be recorded on the day normally scheduled to work.

EMPLOYEE CERTIFICATION: I hereby certify that the attendance reported for the pay period is correct and that I have performed services on the days for which hours worked are indicated. Any future hours submitted are my best estimate and I will report any necessary adjustments. I understand that any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution.

SUPERVISOR CERTIFICATION: I hereby approve and certify that the attendance reported for the pay period is correct and the employee has performed the reported services for a valid public purpose. I certify that any leave reported has been approved and is available for this pay period. I understand that knowingly approving a falsified time sheet may subject me to disciplinary action and/or legal prosecution.

[Signature] 9/12/13
Employee Signature Date

[Signature] 9/12/2013
Supervisor Signature Date

Comments: _____

| | |
|---|---|
| <input type="checkbox"/> Validated eligibility for all pay codes <input checked="" type="checkbox"/> Entered into HRIS on <u>9/10/13</u> by <u>TE</u> <input type="checkbox"/> Validated on Monday of compute that no ETE time records were submitted for this employee | Comment on why an ETE Override is necessary, if applicable: |
|---|---|



**STATE OF ARIZONA
EMPLOYEE TIME ENTRY (ETE)
MANUAL ENTRY FORM**

INSTRUCTIONS:

To Employee:

- Complete this form if any of the following apply:
- This is the first pay period you are hired
- You haven't completed ETE training
- You are transferring from an agency that uses ETE to an agency that does not (or vice versa)
- Your time was not approved by the 5PM Friday ETE deadline
- You are involuntarily separating
- There is a situation where an ETE override is necessary due to a system issue

To Supervisor:

Submit this completed form to your personnel coordinator or agency payroll office by your payroll deadline.

Employee Name Sarah Beattie

EIN [redacted]

Process Level [redacted]

Department [redacted]

Pay Period End SELECT

| Week 1 | | | | | | | | | Total Hours | Atten Code | Shift | Account |
|-------------|-----|-----|-----|-----|-----|------|-----|--|----------------|---------------|-------|---------|
| Pay Code | Sat | Sun | Mon | Tue | Wed | Thur | Fri | | | | | |
| 300 | | | 8 | 4 | | | | | 12 | | | |
| 330 | | | | 4 | 10 | | | | 14 | | | |
| | | | | | 2 | 8 | 8 | | 18 | | | |
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WEEK 1 TOTAL 30

| Week 2 | | | | | | | | | Total Hours | Atten Code | Shift | Account |
|-------------|-----|-----|-----|-----|-----|------|-----|--|----------------|---------------|-------|---------|
| Pay Code | Sat | Sun | Mon | Tue | Wed | Thur | Fri | | | | | |
| | | | | | | | | | | | | |
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WEEK 2 TOTAL [redacted]

The State work week begins Saturday at 12:00 a.m. and ends Friday at 11:59 p.m. Hours worked must be recorded on the day actually worked. Holiday leave can only be recorded on a State Service Holiday. All other leave hours should be recorded on the day normally scheduled to work.

EMPLOYEE CERTIFICATION: I hereby certify that the attendance reported for the pay period is correct and that I have performed services on the days for which hours worked are indicated. Any future hours submitted are my best estimate and I will report any necessary adjustments. I understand that any falsification on my time sheet may subject me to disciplinary action and/or legal prosecution.

SUPERVISOR CERTIFICATION: I hereby approve and certify that the attendance reported for the pay period is correct and the employee has performed the reported services for a valid public purpose. I certify that any leave reported has been approved and is available for this pay period. I understand that knowingly approving a falsified time sheet may subject me to disciplinary action and/or legal prosecution.

[Signature]
Employee Signature _____ Date 9/30/13

[Signature]
Supervisor Signature _____ Date 9/30/2013

Comments: [redacted]

For Agency Payroll Use:
 Validated eligibility for all paycodes
 Entered into HRIS on 9/30/13 by TE
 Validated on Monday of compute final ETE time records were submitted for this employee

Comment on why an ETE Override is necessary, if applicable:
[redacted]

Employee Time Entry - Prior Time Records (ZS38.f)

- Search for Jobs
- Elect to Become Uncovered
- Healthcare Model Notice
- Benefits >
- Mass Communication
- Current Pay Check
- ETE Labor Timecard
- Prior Time Records-Labor
- ETE Employee Guide-Labor
- Employee Training >
- Leave Activity
- Pay >
- Personal Information >
- HELP >
- ETE Proxy Guide-Labor
- ETE Emp Summary-Labor
- Prior Time Records-Labor

Employee: BEATTIE, SARAH
 Pay Period: Sat 02/03/2014 - Fri 02/14/2014
 12:00AM - Fri 02/14/2014 11:59PM

Week 1 Week 2

| Week 1 | Week 2 | Week 1 | Week 2 | Week 1 | Week 2 | Week 1 | Week 2 | Week 1 | Week 2 |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 02/03 | 02/04 | 02/05 | 02/06 | 02/07 | 02/08 | 02/09 | 02/10 | 02/11 | 02/12 |
| 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| 1.00 | | | | | | | | | |
| Week 1: 40.00 | | | | | | | | | |

Review Comments

Employee Time Entry - Prior Time Records (Z538.1)

- Login to MAP
- Search for Jobs
- Elect to Become Uncovered
- Healthcare Model Notice
- Benefits v
- Mass Communication
- Current Pay Check
- ETE Labor Timenard
- Prior Time Records-Labor
- ETE Employee Guide-Labor
- Employee Training v
- Leave Activity
- Pay v
- Personal Information v
- HELP v
- ETE Proxy Guide-Labor
- ETE Emp Summary-Labor
- Prior Time Records-Labor

Employee: BEATTIE, SARAH
 Pay Period: Sat 02/15/2014 - Fri 02/28/2014
 12:00AM - Fri 02/28/2014 11:59PM

| Week 1 | Week 2 | Week 1: 40.00 | | | | | | |
|--------|--------|---------------|-------|-------|-------|-------|-------|-------|
| | | 02/15 | 02/16 | 02/17 | 02/18 | 02/19 | 02/20 | 02/21 |
| 320 | | 8.00 | | | 4.00 | 8.00 | 8.00 | 8.00 |
| | | | | | | | | 1 |

[Review Comments](#)

Employee Time Entry - Prior Time Records (ZSS38.1)

- Login to MAP
- Search for Jobs
- Electro Become Uncovered
- Healthcare Model Notice
- Benefits v
- Mass Communication
- Current Pay Check
- ETE Labor Timecard
- Prior Time Records-Labor
- ETE Employee Guide-Labor
- Employee Training v
- Leave Activity
- Pay v
- Personal Information v
- HELP v
- ETE Proxy Guide-Labor
- ETE Emp Summary-Labor
- Prior Time Records-Labor

Employee: BEATTIE, SARAH
 Pay Period: Sat 02/15/2014 - Fri 02/28/2014
 12:00AM - Fri 11:59PM

| Week 1 | Week 2 |
|--------|--------|
| 02/22 | 02/23 |
| 02/24 | 02/25 |
| 02/26 | 02/27 |
| 02/28 | 02/28 |
| 9:00 | 9:00 |
| 9:08 | 9:00 |
| 6:60 | 6:60 |
| 4.00 | 3.00 |
| | 1 |
| | 40.00 |

Review Comments

Employee Time Entry - Prior Time Records (ZS38.1)

Employee: BEATTIE, SARAH
 Pay Period: Sat 03/15/2014 - Fri 03/28/2014
 12:00AM - Fri 03/28/2014 11:59PM

| Week 1 | Week 2 |
|--------|--------|
| 03/15 | 03/22 |
| 03/16 | 03/23 |
| 03/17 | 03/24 |
| 03/18 | 03/25 |
| 03/19 | 03/26 |
| 03/20 | 03/27 |
| 03/21 | 03/28 |
| 8:00 | 8:00 |
| 8:00 | 8:00 |
| 8:00 | 8:00 |
| 4:00 | 4:00 |
| 4.00 | 1 |
| | 40.00 |

Review Comments

- Search for Jobs
- Select to Become Uncovered
- Healthcare Model Notice
- Benefits v
- Mass Communication
- Current Pay Check
- ETE Labor Timecard
- Prior Time Records-Labor
- ETE Employee Guide-Labor
- Employee Training v
- Leave Activity
- Pay v
- Personal Information v
- HELP v
- ETE Proxy Guide-Labor
- ETE Emp Summary-Labor
- Prior Time Records-Labor

Employee Time Entry - Prior Time Records (ZS38.1)

Login to MAP

Search for jobs

Elect to Become Uncovered

Healthcare Model Notice

Benefits >

Mass Communication

Current Pay Check

ETE Labor Timcard

Prior Time Records - Labor

ETE Employee Guide-Labor

Employee Training >

Leave Activity

Pay >

Personal Information >

HELP >

ETE Proxy Guide-Labor

ETE Emp Summary-Labor

Prior Time Records-Labor

Employee BEATTIE, SARAH

Pay Period Sat 03/29/2014 - Fri 04/11/2014 12:00AM - Fri 11:59PM

Week 1

Week 2

Week 1 40.00

| DATE | TIME | DESCRIPTION | AMOUNT | COUNT | TOTAL |
|------------|-------|-------------|--------|-------|-------|
| 03/29/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/29/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/29/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/29/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/29/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/30/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/30/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/30/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/30/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/30/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/31/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/31/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/31/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/31/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 03/31/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/01/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/01/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/01/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/01/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/01/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/02/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/02/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/02/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/02/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/02/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/03/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/03/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/03/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/03/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/03/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/04/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/04/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/04/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/04/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/04/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/05/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/05/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/05/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/05/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/05/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/06/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/06/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/06/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/06/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/06/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/07/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/07/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/07/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/07/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/07/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/08/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/08/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/08/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/08/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/08/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/09/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/09/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/09/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/09/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/09/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/10/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/10/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/10/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/10/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/10/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/11/2014 | 7:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/11/2014 | 8:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/11/2014 | 9:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/11/2014 | 10:00 | REGULAR | 1.00 | 1 | 1.00 |
| 04/11/2014 | 11:00 | REGULAR | 1.00 | 1 | 1.00 |

Review Comments

Employee Time Entry - Prior Time Records (ZSS38.1)

- Login to MAP
- Search for Jobs
- Elect to Become Uncovered
- Healthcare Model Notice
- Benefits *
- Mass Communication
- Current Pay Check
- ETE Labor Timecard
- Prior Time Records - Labor
- ETE Employee Guide - Labor
- Employee Training *
- Leave Activity
- Pay *
- Personal Information *
- HELP *

| | | | | | |
|--------|--------|----------------|------|----------------|----------------|
| | | Employee | | BEATTIE, SARAH | |
| | | Pay Period Sat | | 03/25/2014 | Fri 04/11/2014 |
| | | | | 12:00AM | 11:59PM |
| Week 1 | Week 2 | | | Week 2 40.00 | |
| 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| | | | | | 8:00 |
| | | | | | 1 |

Review Comments

Employee Time Entry - Prior Time Records (ZS38.1)

Employee: BEATTIE, SARAH
Pay Period: Sat 09/12/2014 12:00 AM - Fri 09/25/2014 11:59 PM

| Week 1 | Week 2 | Week 2 - 40.00 |
|----------------------|----------------------|----------------------|
| 09/15 Sat 8:00 | 09/20 Tue 8:00 | 09/25 Sun 8:00 |
| 09/16 Sun 8:00 | 09/21 Wed 8:00 | 09/26 Mon 8:00 |
| 09/17 Mon 8:00 | 09/22 Thu 8:00 | 09/27 Tue 8:00 |
| 09/18 Tue 8:00 | 09/23 Fri 8:00 | 09/28 Wed 8:00 |
| 09/19 Wed 8:00 | 09/24 Sat 8:00 | 09/29 Thu 8:00 |
| 09/20 Thu 8:00 | 09/25 Sun 8:00 | 09/30 Fri 8:00 |
| 09/21 Fri 8:00 | 09/26 Mon 8:00 | 10/01 Sat 8:00 |
| 09/22 Sat 8:00 | 09/27 Tue 8:00 | 10/02 Sun 8:00 |
| 09/23 Sun 8:00 | 09/28 Wed 8:00 | 10/03 Mon 8:00 |
| 09/24 Mon 8:00 | 09/29 Tue 8:00 | 10/04 Tue 8:00 |
| 09/25 Tue 8:00 | 09/30 Wed 8:00 | 10/05 Wed 8:00 |
| 09/26 Wed 8:00 | 10/01 Thu 8:00 | 10/06 Thu 8:00 |
| 09/27 Thu 8:00 | 10/02 Fri 8:00 | 10/07 Fri 8:00 |
| 09/28 Fri 8:00 | 10/03 Sat 8:00 | 10/08 Sat 8:00 |
| 09/29 Sat 8:00 | 10/04 Sun 8:00 | 10/09 Sun 8:00 |
| 09/30 Sun 8:00 | 10/05 Mon 8:00 | 10/10 Mon 8:00 |
| | 10/06 Tue 8:00 | 10/11 Tue 8:00 |
| | 10/07 Wed 8:00 | 10/12 Wed 8:00 |
| | 10/08 Thu 8:00 | 10/13 Thu 8:00 |
| | 10/09 Fri 8:00 | 10/14 Fri 8:00 |
| | 10/10 Sat 8:00 | 10/15 Sat 8:00 |
| | 10/11 Sun 8:00 | 10/16 Sun 8:00 |
| | 10/12 Mon 8:00 | 10/17 Mon 8:00 |
| | 10/13 Tue 8:00 | 10/18 Tue 8:00 |
| | 10/14 Wed 8:00 | 10/19 Wed 8:00 |
| | 10/15 Thu 8:00 | 10/20 Thu 8:00 |
| | 10/16 Fri 8:00 | 10/21 Fri 8:00 |
| | 10/17 Sat 8:00 | 10/22 Sat 8:00 |
| | 10/18 Sun 8:00 | 10/23 Sun 8:00 |
| | 10/19 Mon 8:00 | 10/24 Mon 8:00 |
| | 10/20 Tue 8:00 | 10/25 Tue 8:00 |
| | 10/21 Wed 8:00 | 10/26 Wed 8:00 |
| | 10/22 Thu 8:00 | 10/27 Thu 8:00 |
| | 10/23 Fri 8:00 | 10/28 Fri 8:00 |
| | 10/24 Sat 8:00 | 10/29 Sat 8:00 |
| | 10/25 Sun 8:00 | 10/30 Sun 8:00 |
| | 10/26 Mon 8:00 | 10/31 Mon 8:00 |
| | 11/01 Tue 8:00 | 11/02 Tue 8:00 |
| | 11/03 Wed 8:00 | 11/04 Wed 8:00 |
| | 11/04 Thu 8:00 | 11/05 Thu 8:00 |
| | 11/05 Fri 8:00 | 11/06 Fri 8:00 |
| | 11/06 Sat 8:00 | 11/07 Sat 8:00 |
| | 11/07 Sun 8:00 | 11/08 Sun 8:00 |
| | 11/08 Mon 8:00 | 11/09 Mon 8:00 |
| | 11/09 Tue 8:00 | 11/10 Tue 8:00 |
| | 11/10 Wed 8:00 | 11/11 Wed 8:00 |
| | 11/11 Thu 8:00 | 11/12 Thu 8:00 |
| | 11/12 Fri 8:00 | 11/13 Fri 8:00 |
| | 11/13 Sat 8:00 | 11/14 Sat 8:00 |
| | 11/14 Sun 8:00 | 11/15 Sun 8:00 |
| | 11/15 Mon 8:00 | 11/16 Mon 8:00 |
| | 11/16 Tue 8:00 | 11/17 Tue 8:00 |
| | 11/17 Wed 8:00 | 11/18 Wed 8:00 |
| | 11/18 Thu 8:00 | 11/19 Thu 8:00 |
| | 11/19 Fri 8:00 | 11/20 Fri 8:00 |
| | 11/20 Sat 8:00 | 11/21 Sat 8:00 |
| | 11/21 Sun 8:00 | 11/22 Sun 8:00 |
| | 11/22 Mon 8:00 | 11/23 Mon 8:00 |
| | 11/23 Tue 8:00 | 11/24 Tue 8:00 |
| | 11/24 Wed 8:00 | 11/25 Wed 8:00 |
| | 11/25 Thu 8:00 | 11/26 Thu 8:00 |
| | 11/26 Fri 8:00 | 11/27 Fri 8:00 |
| | 11/27 Sat 8:00 | 11/28 Sat 8:00 |
| | 11/28 Sun 8:00 | 11/29 Sun 8:00 |
| | 11/29 Mon 8:00 | 11/30 Mon 8:00 |
| | 12/01 Tue 8:00 | 12/02 Tue 8:00 |
| | 12/02 Wed 8:00 | 12/03 Wed 8:00 |
| | 12/03 Thu 8:00 | 12/04 Thu 8:00 |
| | 12/04 Fri 8:00 | 12/05 Fri 8:00 |
| | 12/05 Sat 8:00 | 12/06 Sat 8:00 |
| | 12/06 Sun 8:00 | 12/07 Sun 8:00 |
| | 12/07 Mon 8:00 | 12/08 Mon 8:00 |
| | 12/08 Tue 8:00 | 12/09 Tue 8:00 |
| | 12/09 Wed 8:00 | 12/10 Wed 8:00 |
| | 12/10 Thu 8:00 | 12/11 Thu 8:00 |
| | 12/11 Fri 8:00 | 12/12 Fri 8:00 |
| | 12/12 Sat 8:00 | 12/13 Sat 8:00 |
| | 12/13 Sun 8:00 | 12/14 Sun 8:00 |
| | 12/14 Mon 8:00 | 12/15 Mon 8:00 |
| | 12/15 Tue 8:00 | 12/16 Tue 8:00 |
| | 12/16 Wed 8:00 | 12/17 Wed 8:00 |
| | 12/17 Thu 8:00 | 12/18 Thu 8:00 |
| | 12/18 Fri 8:00 | 12/19 Fri 8:00 |
| | 12/19 Sat 8:00 | 12/20 Sat 8:00 |
| | 12/20 Sun 8:00 | 12/21 Sun 8:00 |
| | 12/21 Mon 8:00 | 12/22 Mon 8:00 |
| | 12/22 Tue 8:00 | 12/23 Tue 8:00 |
| | 12/23 Wed 8:00 | 12/24 Wed 8:00 |
| | 12/24 Thu 8:00 | 12/25 Thu 8:00 |
| | 12/25 Fri 8:00 | 12/26 Fri 8:00 |
| | 12/26 Sat 8:00 | 12/27 Sat 8:00 |
| | 12/27 Sun 8:00 | 12/28 Sun 8:00 |
| | 12/28 Mon 8:00 | 12/29 Mon 8:00 |
| | 12/29 Tue 8:00 | 12/30 Tue 8:00 |
| | 12/30 Wed 8:00 | 12/31 Wed 8:00 |

Review Comments

| | | |
|-----------------------------|--|--|
| Revised 09/11 | ARIZONA OFFICE OF THE ATTORNEY GENERAL POLICY & PROCEDURE | NO. ISS-1 |
| SUPERSEDES 05/11 | | SHEET 4 of 7 |
| SUBJECT: INTERNET AND EMAIL | | FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: Information Services As item: ISS-1 |

- D. When a public records, discovery, or other request is made regarding any email, the Office may assert any applicable privilege or other legal objection to disclosure. Such assertions of privilege and other objections to disclosure may be made only by the Office in consultation with its client agencies, and not by an individual user.
- E. Office-wide internal email is an efficient, effective way of communicating with the entire Office. Because it can consume valuable employee time, however, office-wide email may be used only if the information legitimately concerns the entire Office. You should inform your Office Administrator of the content of a proposed office-wide email before circulating it. If you have any questions about the propriety of sending an office-wide email, you should consult with your Section Chief Counsel. Inappropriate office-wide email may be grounds for discipline or termination of use or both.

IV. GUIDELINES ON PERSONAL USE OF THE INTERNET AND EMAIL.

Authorized personal use of the Internet and email is a policy decision that recognizes the reality of the workplace. Users have a legitimate need at times to contact family and friends and take care of a certain amount of personal business during the workday. Limited use of the Internet and email for personal reasons is therefore permissible.

Personal use of State computers to access and use the Internet or to send and use email is permissible if the use complies with this Policy, which requires compliance with GITA Statewide Policies P401, Email Use and P501, Internet Use. If there is any doubt about whether the use complies with the Policy, consult your immediate supervisor or Section Chief Counsel.

Users shall comply with the following guidelines for personal Internet and email use:

- A. Users may only use the Internet and email for personal reasons during personal time (*i.e.*, before or after a user's scheduled work hours or during a break) and shall limit such incidental use to a reasonable duration.
- B. If a user receives a personal email from anyone that he or she considers inappropriate or unwelcome, the user shall ask that person to refrain from sending him or her similar emails in the future. If a user receives such a request, he or she shall not send the requester such emails.
- C. Personal use of the Internet must not result in any additional expense to the State.
- D. Users shall not conduct any commercial (for profit) business through the Internet or Office email (for example, conducting the sale of a vehicle or otherwise soliciting others to participate in any commercial activity is not acceptable, but making personal travel arrangements during personal time or breaks is permitted).
- E. Personal use of the Internet and email must not interfere with State business.

| | | |
|--------------------------------|--|--|
| Revised 09/11 | ARIZONA OFFICE OF THE ATTORNEY GENERAL POLICY & PROCEDURE | NO. ISS-1 |
| SUPERSEDES 05/11 | | SHEET 5 of 7 |
| SUBJECT: INTERNET AND EMAIL | | FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: Information Services As item: ISS-1 |

- F. To avoid establishment of religion concerns, if a user sends an email containing a religious message, symbol, or greeting, the user shall notify the recipient that the email is personal and does not reflect the opinion of the State of Arizona.
- G. Because users are identified as State employees, users shall not use email to further political activities (for example, using email to further one's own or someone else's partisan or nonpartisan political campaign).
- H. Users shall not claim to represent the views or position of the State, and shall not make unauthorized commitments or promises of any kind purporting to bind the State.

V. RETENTION AND DISPOSITION OF INFORMATION TRANSMITTED OR RECEIVED VIA THE INTERNET OR EMAIL.

Email communications will be preserved pursuant to this Policy and the Department of Library, Archives and Public Records' Retention Schedule for Electronic Communications and Social Networking Records.

Users who transmit email shall determine whether to preserve or delete the email communication as follows:

- A. Record email (per A.R.S. § 41-1350) transmitted inside or outside the Office or received from anyone outside the Office through the email system or the Internet shall be preserved, including the message with any attachments, the name of the senders and recipients, and the date sent or received. If you send a record email from home using a personal email account or receive an email on your personal email account, you must send a copy of the record email to your Microsoft Outlook account. You should not retain multiple copies of the same record email. If you send a record email, you are responsible for retaining it. If you send record emails to a "distribution list" (a specified list of individuals), you must also keep a copy of the members of the list for as long as you are required to keep the list or document itself. The receipt data for email that is sent from the Office must be preserved only when necessary for a State business purpose – for example, when filing a pleading with a court by email.

Record email shall be preserved by: (1) printing and preserving in permanent paper format and placing in the appropriate paper file; (2) preserving unedited in the AGO document management system and associating with the appropriate retention schedule; or (3) archiving unedited in the Microsoft Outlook system if the record email does not pertain to a paper file or the document cannot be associated with a retention schedule in the AGO document management system.¹ Record emails will be disposed of pursuant

¹ The Tobacco Unit of the Consumer Protection and Advocacy Section retains emails concerning tobacco companies' compliance with the Master Settlement Agreement and the Tobacco Settlement Working Group of the National Association of Attorneys General in an electronic working file; therefore, retention of those emails is not governed by this provision of the Policy.

Sarah Beattie Deleted Public Presence

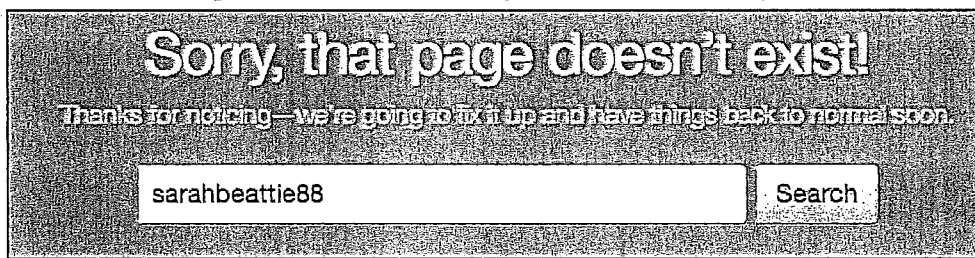
Twitter

Sarah Beattie looks to have deleted her twitter feed. It strongly looks as if the account was deleted and not protected because the public view from the URL for her twitter feed looks different than that for a protected account. Protected accounts are those that only allow users to view the feeds if the owner has allowed them to view it, (i.e. as opposed to most twitter feeds which are inherently public.)

A protected account looks like this:



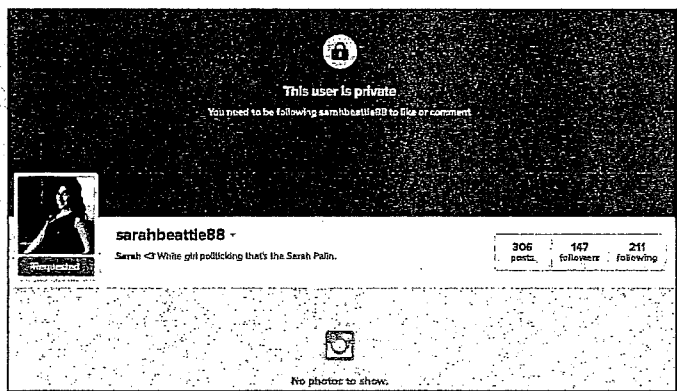
Beattie's account presents like this when you visit twitter.com/sarahbeattie88.



Additionally if you do a twitter search for sarahbeattie88 on twitter you see vapors from tweets she has sent previously. <https://twitter.com/search?f=realtime&q=sarahbeattie88>

Instagram

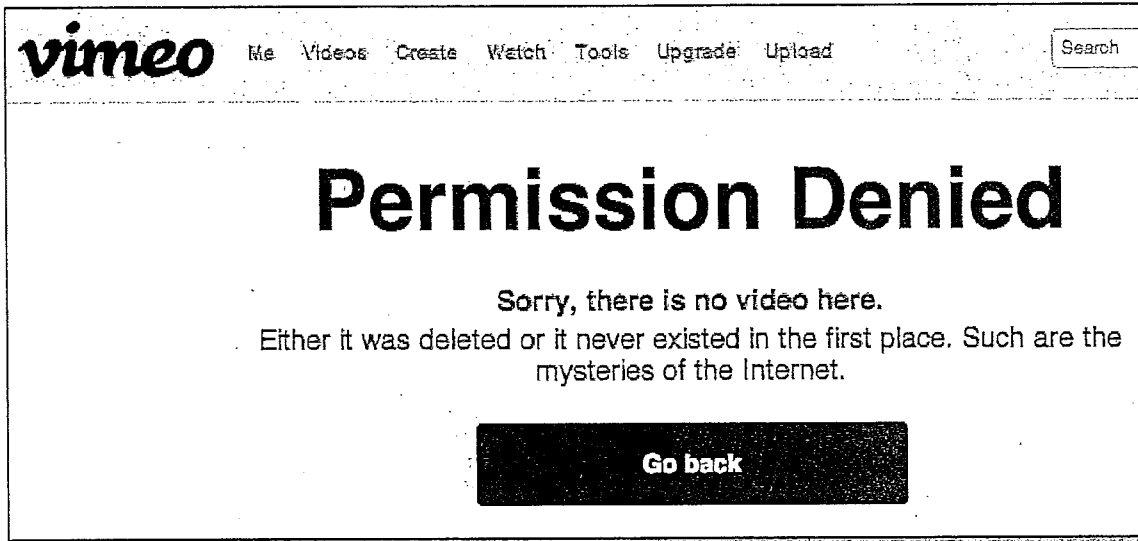
Beattie has protected her Instagram <http://instagram.com/sarahbeattie88#> account from public view but does not seem to have deleted it.



There are vapors of Beattie's Instagram account across the internet, yet there are not Beattie instagram photos available. Note sarahbeattie88 comments at the bottom of this page: http://www.intagme.com/whitfry/607549322116585975_11244725/

Vimeo

Sarah Beattie maintained a Vimeo account (an alternative to YouTube) that included two videos from her. These videos were available on May 8th when they were downloaded. The links for the two videos, <https://vimeo.com/31286985> and <https://vimeo.com/31984735>, now show that they have been deleted. The following screen now comes up when the links are accessed:



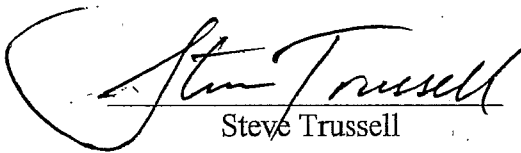
Facebook

It is unclear whether Miss Beattie had a Facebook account, although I strongly suspect that she did. While I do not have evidence that she did have an account, it is worth pursuing the presence of an account with her and/or Facebook. Considering her considerable social media presence, it is unlikely that she was not on Facebook.

STATEMENT OF STEVE TRUSSELL

1. I am the Executive Director of the Arizona Rock Products Association. Our offices are about 3 blocks from the Attorney General's Office. When one of our conference rooms is free, they are available for Tom Horne to have meetings with his campaign volunteers, and for him to make phone calls raising funds for his campaign. They have met here many times at lunch time or after work. Tom Horne has come here many times to make phone calls, and on a few occasions in the late afternoon, Sarah Beattie came with him, to make notes regarding his phone calls.

Dated this 29 day of May, 2014.


Steve Trussell

STATEMENT OF MILA MIKAL

During a brief off site lunch campaign meeting, I witnessed a campaign volunteer Sarah Beattie complaining that she is expected to work the full 8 hour day in addition to her campaign work. She was upset and emotional that she never had an opportunity to leave early when she worked on the campaign related assignments after hours. Margaret Dugan told her that we ALL have to work at least 8 hours a day and then volunteer our time for the campaign afterwards and that the campaign work is optional.

 5/30/2014

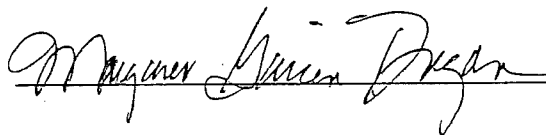
STATEMENT OF VANESSA MARTIN

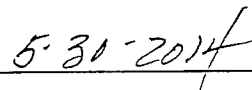
I, Vanessa Martin, was present at the Core Campaign Meeting held at an offsite location where I witnessed Sarah Beattie have a crying fit, complaining that her time was being "watched," so that she did not do campaign work on state time.

Vanessa Martin
5/30/14

Statement of Margaret Garcia Dugan

1. Sarah Beattie falsely charges that I blurred campaign work with my state responsibilities. I was well aware of the roles and kept them separate during work hours and made sure I worked a forty hour or plus week. I also reminded the staff who were volunteering for the campaign that they should only work on campaign activities during lunch and before/after state work hours. In addition, I took annual leave/vacation days when I would be out of the office working for the campaign for the major portion of the day. I took annual days four times: trip to Sedona, trip to Verde Valley, made phone calls for the Cuccinelli fundraiser, and a day to verify signatures at the County office. I met with Garrett Archer every other Monday which was scheduled for 10:00a.m. to discuss his State work/duties. Sarah Beattie saw Garrett coming into my office for those meetings. I never met with him regularly to discuss campaign data. It is a false charge that I did. As to the twitter account being broken, there was talk one morning regarding Tom's twitter account being hacked. It was found out that the twitter account had not been hacked, but while I was reading twitter accounts the night before and going back and forth between twitter accounts, I hit the wrong button and inadvertently posted a picture of Tom's opponent on Tom's twitter account. I did not ask Sarah to tell Garrett to fix it. He looked at my phone and quickly figured out what I had done. It took all of five minutes to figure out.
2. I had short conversations with Sarah relative to her fundraising events but never taking any significant time to do so. I never asked her about her working on face book and the twitter account. At an offsite campaign meeting, she sobbed that was watched all the time to make sure she put in her eight hours of state time. Sarah sat outside my office, and so there were times she shared her schedule with me, which I frequently reminded her that she needed to work her eight hours before she worked on any fundraising or outside events. For example, there was an out of town event(Safford, Arizona), which she requested to attend, and again I reminded her that she would need to put in her eight hours of time. It was shared with me by one of our staff members that she texted this person and complained that I would remind her of the eight hour work day.
3. I was the person primarily who attended after hour/ evening events with Tom (collect petition signatures). On occasion, I would share my evening calendar with Sarah. Nothing that took any amount of time, usually when I was arriving to work in the morning.





STATEMENT OF ART HARDING

I have no memory of the meeting Ms. Beattie alleges took place in AG Horne's office. I'm sure that I would have remembered any such meeting, had she truly said the things she claimed.

I do remember the meeting in which Ms. Beattie cried. She claimed her hours were watched, to ensure she did no campaign work on state time.



Art Harding

Statement of Tom Horne

1. All of our employees are expected to work 8 hours days, and do, as is reflected in their weekly time sheets. In fact, many of them work well over a 40 hour work week. Some volunteer to do campaign work on their own time, as is their first amendment right. All significant campaign work, including meetings, is done at an off-site location, at lunch time, or after work.
2. I was present at an offsite meeting where Ms. Beattie had an emotional crying fit over the fact that her hours were being watched.
3. The first paragraph in the Beattie Affidavit that deals directly with me is paragraph 9. That paragraph describes a conversation which, according to Beattie, was among 3 people: Beattie, myself, and Art Harding. Art Harding's statement indicates he does not remember what she alleges and he would have remembered if she had said what she claims. My memory is the same as Art's – based on my memory, the statements were not made, other than that she didn't like working for Kathleen Winn, and wanted to move to Constituent Services, which I agreed to. From Winn's point of view, Beattie was doing a terrible job on her state work. My view is to try to give people a chance in another area when things do not work out in the first, and that is what we did.
4. In paragraph 10, Beattie states that she spent on average 2 hours a day on state work. If that were true, then her submission of time sheets to the state, showing her working 8 hours a day on state business would have been fraudulent on her part. However, talking with her Supervisor, the statement by her is not credible, based on the quantity of work she did in responding to Constituent inquiries, doing legislative work, working on the Police Officers Memorial Board, and other tasks assigned to her. Also, there were numerous times that her pay was docked because her time sheets showed less than 40 hours in a week, which would be an indication that she was not cheating on these time sheets, and she did not work 2 and claim 8. She represented to me numerous times that her volunteer work helping on my campaign, mostly helping with fundraising, was done on her own time and not on state time. For example she would say: "I started work at 7:30 this morning, so I can help you in the late afternoon."
5. The allegations in paragraph 11 are false. I kept a three ring binder with a list of donors in it, and frequently brought it with me to an offsite location, where I systematically made hundreds of calls from that binder asking people for contributions. Occasionally, late in the afternoon, Beattie went with me, on the representation by her that she was on her own time. Systematically making calls from this binder was something that I only did at the offsite location, and never from my own office. I did make occasional calls on my personal cell phone from my office to people with whom I had a personal relationship, who could have also been donors. Beattie mentions, Ira Gaines, Donald Tapia, and Lila. Ira Gaines was a neighbor of mine when the children of both of families were growing up. Donald Tapia had been a victim of fraud which we had investigated or explored investigating. Lila and her husband have been social guests in my home, and part of our family (including my grandchild) have spent time at a butterfly museum that they

developed. She had intended to help with a fundraiser hosted by someone else, but it was cancelled and she has not helped my campaign in any way. Neither she nor her husband has made a contribution, nor have they obtained contributions from anyone else. Her husband was not "indicted" as Beattie says, but there is a tax collection action against him where I have been walled off and the chain of command ends at the Chief Deputy Attorney General.

6. With respect to paragraph 12, the conversation referred to took less than 5 minutes and was de minimis. All of the people she mentions, aside from herself, are salaried, and know full well that they could not count political water cooler talk as part of their 8 hours a day. Sarah was hourly, and knew that she could only do personal matters during her scheduled breaks.
7. The allegations of paragraph 13 are false. The phone number that I used when I called Sarah was her cell phone number, and that is the number I would have given, if I had given her number to someone, which certainly would not have been a frequent occurrence. If I ever did give out her state number, which I do not remember doing, it would have been an error and an isolated instance.
8. With respect to paragraph 14, I did once mistakenly push the button for Beattie's official email address where I intended to send it to her personal email address. Office policy when a non official email arrives at a state computer is to delete it, but this is not intended to hide anything, and does not hide anything, as responses to public record requests are from a centralized record, not the individual computer.
9. Paragraph 14 appears irrelevant as it refers to a lunch time occurrence.
10. Regarding paragraphs 15 and 16, there is some water cooler political gossip, as in all Government offices, but we were always consistent that all significant meetings or other campaign work were done off site. Calendar meetings for scheduling had to take into account political appearances by me in order to avoid calendar conflicts. The few emails by Debra Scordato referred to were sent from a personal computer, involved minimal time, and certainly was not counted in her 40 hours a week. When people chose to open emails or do anything about them was up to them, and they know that this could not be done during hours that were counted as 8 hours a day of work hours.
11. With respect to Garrett Archer, like everyone else, he knew that any volunteer campaign work he did had to be done at lunch time or after hours, and did not count in his 8 hours a day as a salaried employee. The main task that Garrett agreed to do as a campaign volunteer was to re-do the campaign web site. After many months went by, and this was not done, Garrett said he could not find the time after work to do this task. I told him that I would therefore have someone else do it, and arranged for someone who is not an employee of the Government to take over this task.

Tom Howe 5/30/14

STATEMENT OF DEBRA C. SCORDATO

Regarding allegations to Nos. 26 and 27:

No. 26. I am Mr. Horne's executive assistant. I sent the attachment, "Tom Horne's Achievements" on August 13, 2013 at 1:20 p.m. I used Mr. Horne's personal computer. My best recollection is that this was done on my lunch break.

No 27.

I sent an email to the persons listed in the 5-9-14 affidavit of Ms. Beattie on December 3, 2013. My best recollection is that occurred during a morning work break. I used Mr. Horne's personal computer.

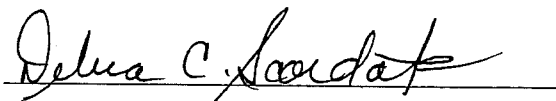
I sent an email to the persons listed in Ms. Beattie's affidavit of 5-9-14 on December 4, 2013 using Mr. Horne's personal computer. I believe I did this over my lunch break.

I sent an email to the persons listed in Ms. Beattie's affidavit of 5-9-14 on January 22, 2014. I believe that I came in early and left the office early that day. The email was sent from Mr. Horne's personal computer.

I sent an email to the persons listed in Ms. Beattie's affidavit of 5-9-14 on February 13, 2014. I believe that I left the office early that day as well as the day before. The email was sent from Mr. Horne's personal computer.

I sent an email to the persons listed in Ms. Beattie's 5-9-14 affidavit on March 28, 2014. I believe that this was done on Mr. Horne's personal computer over my lunch break.

I sent an email to the persons listed in Ms. Beattie's 5-9-14 affidavit on April 1, 2014 on Mr. Horne's personal computer. I believe this was done on my lunch hour or afternoon break.



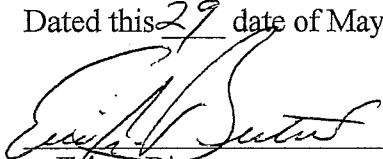
Debra C. Scordato

DECLARATION OF ERIC J. BISTROW

1. I am an attorney and have been licensed to practice law in the State of Arizona since September.
2. I was a private lawyer for 40 years.
3. In January, 2011, I was appointed by Attorney General Tom Horne to be Chief Deputy of the Office of Attorney General and I have acted in that capacity through the present date.
4. As Chief Deputy, my principal duties are to advise the Attorney General in legal matters, that are confronted by the office, supervise and meet regularly with the Division Chiefs of the office, deal with budgetary matters as a liaison, when appropriate, to State Agencies and Departments, assist in ensuring that well qualified lawyers are hired and retained, specifically handle certain legal issues, and interact with the legislature and Governor's Office. The foregoing list of duties is not exhaustive.
5. My office is located on the second floor of what is known as the Law Building located at 1275 West Washington, Phoenix, AZ. This office is in an area generally known as the "EXO."
6. During my nearly 3 ½ years at the job, I have never noticed systemic campaign activities conducted in the environs of the EXO or at any other location at the offices of the Attorney General. Though someone might, in passing, refer to how well the campaign was doing, or mention they were going to a meeting after work, and similar comments, these were insignificant comments of extremely short duration and could not be deemed to be purposeful campaign activity.
7. In the area of the EXO are the offices of Tom Horne, Attorney General, Margaret Dugan, Chief of Staff, Debra Scordato, Executive Assistant to Attorney General Tom Horne and Brett Mecum, Assistant Legislative Assistant. I walk in unannounced to these offices many times in any given week and I have never observed any of these individuals conducting campaign activities on behalf of the re-election efforts of Tom Horne.
8. Though I am aware that these individuals volunteer their own time to work for Tom Horne's re-election, I have no knowledge that they have improperly engaged in campaign activities while working for and being paid by the State of Arizona.
9. I know Sarah Beattie who, for many months and until she resigned, worked at a desk right outside the office of Margaret Dugan. That desk is in very close proximity to my office.

10. I routinely would walk by Sarah Beattie's desk several times each day, and I never observed her engage in systemic campaign activities on behalf of the re-election efforts of Tom Horne. I have no knowledge that Sarah Beattie improperly engaged in campaign activities while working for and being paid by the State of Arizona.

Dated this 29 date of May, 2014.

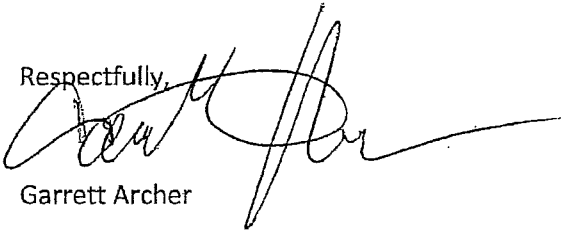

Eric J. Bistrow

5/16/2014

On April 21st 2014 I went to the office of my supervisor, Margaret Dugan to meet for our regularly scheduled Monday morning meetings. Upon finishing regular business, I informed Ms. Dugan that due to my full-time job at the Attorney General's Office, as well as personal and outside obligations after-hours, I would not be able to continue assisting on a website refresh for electtomhorne.com that I had done some preliminary work for.

Later on in the day, Tom Horne came to my office to let me know that he completely understood that I could no longer work on the website and that he would be asking an old colleague to pick up where I had left off. The conversation was amicable and there was no point in which I had felt coerced by Tom or any other staff member to continue working on the site.

Respectfully,

A handwritten signature in black ink, appearing to read 'Garrett Archer', with a long horizontal flourish extending to the right.

Garrett Archer

Hi Margaret,

I do my best to keep up with the political world and when I heard that the AG's staff was being accused of using governmental time to do campaigning, I immediately contacted you because that was not my experience.

I approached AG Horne and you outside the Lincoln Day Luncheon on March 8, 2014, as I was actively seeking speakers for the PebbleCreek Republican Club and asked AG Horne if he would speak to our club at one of our monthly meetings. I gave you my business card and we went our separate ways.

On Friday, March 14th at 6:21 am (I have e-mails) you contacted me by e-mail agreeing to set a date for the AG to speak at PebbleCreek and you also provided me with your personal cell phone number. From the first e-mail on March 14th up until the night of our event on May 1st all contact from you, were early morning e-mails or calls in the evening, except, I do have one e-mail at 12:32 pm on March 24th while you were at lunch. On several occasions, you apologized for not getting back to me sooner, reminding me that you could not respond during business hours.

You were very professional and never as they say "used company time" or resources to help me set up one of my first meetings and may I say it went very well.

Linda Migliore, President

PebbleCreek Republican Club

PC-LD13

STATEMENT by Kathleen Winn:

I currently serve As the Community Outreach and Education Director for the Arizona Attorney General's Office. I began in this position January 2011. Prior to this I worked as a licensed Real Estate Broker and Mortgage Lending Officer for 27 years. I graduated from the University of Arizona with a BA degree in Radio/Television.

My initial meeting with Sarah Beattie was set up by Brett Mecum and he was present. We discussed the position that was becoming available in my department as administrative assistant. It was an entry level position. She was qualified, as she had previously worked as an executive assistant. At this meeting I discussed the duties of that position, and explained the function of our group within the office. I explained the skill set and level of organization required to be successful in our division.

I also explained to Ms. Beattie she would have to go through a formal interview process and background check. It was at this time she admitted to having a DUI. (She joked about how it was stupid it was and that it had occurred.) She also stated she had some remaining months on a breathing apparatus to start her car for several more months. I informed her after the interview HR would make the final determination and to be truthful on her application when she applied.

Ms. Beattie contacted me several times after our initial meeting. There was no discussion of the campaign from my end of the conversation. Once the position was posted she applied.

Sarah Beattie went through a formal interview process with a panel and standardized questions. The only person who brought up politics during the interview was Ms. Beattie. The interviews are conducted in accordance with the policies and procedures set forth by our office and the Department of Administration. DUI information was forwarded to HR as part of the process. Ms. Beattie was precluded from driving any of the vehicles in the Outreach department in her capacity as Office Administrator due to her driving record.

Ms. Beattie was offered and accepted the job as my assistant at a salary of \$32,000 in August 2013.

Sarah Beattie proved to be unreliable as an employee in my area from the very beginning. She complained about her co-workers, and would tattle about insignificant things. She wanted to spend time gossiping about other politicians and would disappear from her desk for long breaks. Simple tasks as required by the job of assistant were left incomplete. Her hours she worked were inconsistent from the start. Sarah would text me at all hours of the night with emotional rants. She appeared to have outside stresses unrelated to the environment that caused her to lose focus. She would come in crying and upset. We had a mandatory staff training for three days for my entire staff. She

showed up late and was the only staff member to not complete the training. My other staff members work extremely hard. Sarah would come into my office and share intimate details of the McCains, Flakes, Ben Quayle and Bill Montgomery unsolicited. She did Sarah Palin impressions. Her behavior might be good at a cocktail party but was not conducive to work product and time schedules that are critical in our area. Her work hours the first weeks were sporadic and she was divisive.

Tom Horne's 17 major achievements were accomplishments the Attorney General had done while in office. Several of the accomplishments were also being used to update the AG website and she was supposed to assist me in writing paragraphs about Veteran's Outreach, Sex trafficking, and seniors. Because of the dual nature of the list of achievements, the achievements were sent to her for her to work on in her own time at home, not at work.

From my initial meeting until she left my area she was always wanting to involve herself in the campaign. She told me and others how proficient she was in raising money. She was eager to show off what she regarded as her political genius and made many requests to involve herself. I was not working on the campaign at that time and she volunteered directly to Tom Horne, not through me. It is well known that I work long hours in my role as Director of Community Outreach and Education, and I badly need the assistance of an efficient administrative assistant. It was this role for which I expected hard work from Beattie; I played no role in her volunteering on her own time for Tom Horne's campaign.

Beattie's affidavit alleges that information about Dan McCauley was forwarded for political purposes. That is false. He is a personal acquaintance whom I have known for over 6 years. He has worked on real estate cases, helping home owners stay in their homes. He has referred cases to our office. He watches trends nationally as it relates to the mortgage settlement and Arizona consumers. He is a private attorney. His contact to me that I believed I was forwarding to Tom Horne had to do with a group that sued the state of California. I mistakenly forwarded it to an archaic email address. I wanted Tom Horne to see it right away because of the substance, which had nothing to do with politics. The concern was that the same group may try to sue Arizona. I also forwarded this information internally to the division that was appropriate. There was nothing political about it. No political request was ever made of him.

Upon my initial contact with Ms. Beattie I had hoped to be able to assist her with her career goals as she had stated them to me. I find her to be erratic, unstable and emotionally troubled. Her statements as set forth in her Affidavit are false or misleading, or exaggerated. The timing of these claims are also suspect to me. I believe she believes she is making some important political statement. Unfortunately those who are encouraging her have done so at her own peril. It is this manipulation for someone else's political gain that is the most disturbing thing about this entire situation.

Kathleen Dunn