



ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

ATTACHMENT A

HAND DELIVERED

Personal and Confidential

May 7, 2020

Bob Magee
764 Mountain View Road
Duxbury, VT 05676

Re: Administrative Leave

Dear Bob:

The District recently learned information which indicates that you were involved in an incident that may be a serious violation of our safety rules. The incident occurred at the Essex Drop-Off Center facility on or about April 30, 2020 and involved a bucket loader. In accordance with our Personnel Policy, you are being placed on administrative leave to give the District the opportunity to more fully investigate this matter. This administrative leave is effective immediately and will continue until you are notified that it has come to an end.

While you are on administrative leave you are not to come to work. Further, you are not to be present at CSWD premises unless it is an area that is open to the public. Your pay and benefits will continue while you are on administrative leave.

The District intends to fully investigate this matter. Once the District has engaged a neutral person to conduct the investigation and that person is ready to speak with you, you will be notified and an interview arranged. When you are interviewed by the District's investigator, you are expected to be honest and fully forthcoming in response to any questions as well as to volunteer any information or documents you wish to be considered. In addition, you are not to interfere in any way with the investigation. Interference includes, but is not limited to, attempting to or actually influencing anyone who may be a participant in the investigation. In particular, you are not to discuss this matter with either Shane Morris or Ryan Cota. A violation of these directives would be considered insubordination which would be treated as a separate disciplinary matter.

Bob, it is our hope that this matter can be timely and thoroughly investigated to allow for prompt result.

Sincerely,

A handwritten signature in blue ink that reads 'Sarah Reeves'.

Sarah Reeves,
Executive Director

C: Personnel File