



April 7, 2016

Bob Magee
764 Mountain View Road
Duxbury, VT 05676

Dear Bob:

As we discussed yesterday morning you did inform me that you used CSWD's one-ton dump truck to go home Tuesday evening and return to work the next day. I explained that this is not allowed.

In addition, I am aware that you have been using the shop for your personal vehicle repair. Section 4.11 of the policy also states that other equipment may be used for personal non-business use only upon specific approval by the manager. Our policy is to allow for minor uses of equipment but not for major repair work that you are currently doing. I am asking that you limit the amount of work on personal vehicles/items at the CSWD Maintenance Facility to projects that are minor in nature and are not stored overnight. Please remove the trailer and any other personal projects that you are working on from the facility. If you have questions or request to use CSWD equipment in the future, you'll need to check in with me for approval. CSWD vehicles for personal use is prohibited.

This letter will serve as a Level Two Offense in accordance with CSWD's Professional Disciplinary and Grievance Procedures as outlined in the Personnel Rules & Regulations as a result of unauthorized use of CSWD equipment. Section 4.11 Use of Property clearly states that no CSWD vehicle may be used for personal business by an employee. Please note that a second occurrence under the Progressive Discipline Chart would result in immediate termination.

Bob we appreciate the work you do for CSWD and your contributions to the maintenance program as a Supervisor I'm sure you understand the potential complications of not having or enforcing this policy.

Sincerely,

Lee Tuure
Operations Manager

cc: Personnel file

My signature below indicates that I have received and reviewed this letter.

Bob Magee

4/8/16
Date: