



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE

1021 Redmond Road

Williston, VT 05495

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

December 17, 2018

Bob Magee
764 Mountain View Road
Duxbury, VT 05676

Dear Bob:

This letter will serve as a Level One – Second Occurrence Final Written Warning in accordance with CSWD's Professional Disciplinary and Grievance Procedures as outlined in the Personnel Rules & Regulations because of refusing to answer my questions as your manager to request information regarding the schedule of your employees on Wednesday, December 12, 2018.

Our Executive Director Sarah Reeves asked me to inquire about your staff's schedule on Wednesday, December 12th, which was the day that your staff attended part of the safety training. I wanted to hear if you had authorized them to leave before the training was complete. I called you the morning of Friday, December 14th to discuss this with you. I asked what time your staff arrived and why they all left early from training. You stated that Shane needed to pick up his son, that you needed to pick up medication, and that Ryan's son had a game. When I asked further about your employees coming early to the training and leaving early you said you were practicing the training that we had learned regarding defusing anger and ended the conversation. You then hung up the phone without answering my question of whether you told your staff they could leave early because the last session was, in your opinion, "not necessary".

Bob, it is not acceptable for you to ignore direct questions from your manager about your role as a supervisor regarding your staff. I believe that you told your staff it was not necessary to stay the entire day for our mandatory training. We offer the training on two separate days, so that if someone has a schedule conflict for one day, they can attend the other day's training session. Working safely and being respectful are two of CSWD's values, and you and your entire team needed to fully participate in one of the training days. As a Supervisor you need to lead your team so that they understand that we are all part of one CSWD team. Leaving a training early because you've made the decision that one topic is not important is not showing good leadership. Furthermore, not answering your manager's questions is insubordination and will not be tolerated. As a Level One Offense – Second Occurrence, I can recommend suspension without pay. However, I am recommending that this be a final written warning and that you not be suspended without pay. You have the opportunity to meet with Sarah Reeves on Wednesday, December 19th at 10:00 a.m. and you can present any documentation, testimony, or other evidence or arguments that you wish to bring. You also have a right to bring a representative with you and you can also request that I attend the meeting to answer questions. I have attached the pertinent section of the Suspension/Final Written Warning section of the Policy for further review. Please know that you are appreciated, and we all want a successful Maintenance program. Your cooperation with me is of the utmost importance in making this happen.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Wright', is written over the typed name.

Brian Wright
Director of Engineering & Waste Facilities
cc: Personnel file