

I recommend **approving the Reduction in Force for the Light Duty Mechanic, which is referenced in the contract as Bus Drive Mechanic/Driver** (the individual is recommended to be hired as an assistant mechanic for 690 hours per year at his current rate of pay in the Personnel items).

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION PLACING JUSTIN ROBINSON  
ON UNREQUESTED LEAVE OF ABSENCE

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 726 that JUSTIN ROBINSON be and hereby is placed on unrequested leave of absence as a Light Duty Mechanic which is referenced in the contract as Bus Driver Mechanic/Driver of Independent School District No. 726 on the grounds of Discontinuance of Position without pay or fringe benefits.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said Light Duty Mechanic, which is referenced in the contract as Bus Driver Mechanic/Driver personally and that an affidavit of same be placed in his/her file, together with a copy of the notice and resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

NOTICE OF PLACEMENT ON  
UNREQUESTED LEAVE OF ABSENCE

May 5, 2015

Mr. Justin Robinson  
12425 Riley Avenue  
Becker, MN 55308

Dear Mr. Robinson:

You are hereby notified that at a regular meeting of the School Board of Independent School District No.726, held on May 4, 2015 a resolution was adopted by majority roll call vote of the full membership of the School Board, placing you on unrequested leave of absence as a Light Duty Mechanic, which is referenced in the contract as Bus Driver Mechanic/Driver of Independent School District No.726, effective June 30, 2015 without pay or fringe benefits.

A copy of the resolution duly adopted by the School Board is attached hereto for your information.

If a Light Duty Mechanic Position, which is referenced in the contract as Bus Driver Mechanic/Driver position becomes available, at any time up to 1 year after your leave is effective, you may have a right to reinstatement to that position if you have sufficient seniority in the district.

Please keep the school district's personnel office advised in writing of your address at all times until your rights have expired, so that the district may notify you of any available positions for which you may qualify.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 726

By: \_\_\_\_\_  
Clerk of the School Board

AFFIDAVIT OF SERVICE

STATE OF MINNESOTA )

) ss.

COUNTY OF SHERBURNE)

Ken Abraham, being duly sworn on oath says that on May 5, 2015, he served the attached notice of unrequested leave of absence placement upon Justin Robinson, therein named, personally at 13500 – 3<sup>rd</sup> Street, Becker, MN, in the County of Sherburne, State of Minnesota, by handing to and leaving with Justin Robinson a true and correct copy thereof.

\_\_\_\_\_

Signature of person making service

Subscribed and sworn to

before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Notary Public)