

PERSONNEL

Suspensions and Administrative Leave

A. Disciplinary Suspensions~~Licensed Personnel~~

Disciplinary suspensions without pay as a result of founded misconduct or unsatisfactory work performance must be approved by the Chief Human Resources Officer. Such suspensions are grievable in accordance with regulations 4-3.1 and 4-3.2.

B. Administrative Leave

An employee may be temporarily relieved of their duties pending an investigation into an allegation of employee misconduct or unsatisfactory work performance. This leave shall be with pay and is not to be considered disciplinary in nature.

Editor's Note

See the legal references to School Board Policy 4-17.

For grievance procedure see Division Regulation 4-3.1.

~~C. Classified Personnel~~

~~1. Generally~~

~~A classified employee may be suspended for failure to satisfactorily perform assigned duties, non-compliance with school board policies or division regulations, or for other good and just cause.~~

~~2.1. Procedures~~

- a. The principal or department head who has supervisory authority over an employee may ~~suspend the person by giving him/her written notice setting forth the reason(s) for such action. A personal interview with the employee stating the reason(s) for suspension may be employed in lieu of written notification~~ place the employee on paid administrative leave up to one full workday. The employee should be provided a verbal reason for the action.
- b. The principal or department head shall, within twenty-four hours from the time of suspending removing the employee, inform the dDirector of the office of personnel servicesEmployee Relations, in writing, of the action taken. The Chief Human Resources Officer shall determine whether to extend the administrative leave beyond the one workday. The Director of Employee Relations shall notify the employee in

writing of the administrative leave. This notification shall specify the reason(s) for suspending the employee. A copy of the notification shall be furnished the employee.

c. The employee shall remain on administrative leave until the investigation into alleged misconduct or unsatisfactory performance has been concluded and sufficient facts have been gathered. Conditions of administrative leave will be set by the Office of Employee Relations. Employees on administrative leave must remain available to meet or conference with administrators, or return to work during normal work days and hours. Employees must take sick or annual leave if they are not available during normal work days or hours.

d. The Office of Employee Relations will notify the principal or department head if/when the employee is authorized to return. The principal or department head should meet with the employee upon his/her return to discuss the outcome of the investigation and issue any disciplinary action if appropriate.

C. Investigatory Suspensions without Pay

In specific situations, as defined in School Board Policy 4-17, an employee may be suspended without pay in lieu of administrative leave. Suspensions without pay must be approved by the Chief Human Resources Officer. The Director of Employee Relations shall notify the employee in writing of the suspension without pay and inform the employee of his/her rights pursuant to Policy 4-17.

D. Appeals

For matters specified as grievable classified employees shall have access to grievance procedures as established in Division Regulation 4-3.2.

Related Links

School Board **Regulation 4-3.1**

School Board **Regulation 4-3.2**

School Board **Policy 4-17**

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Revised by the Superintendent: