

ADMINISTRATIVE LEAVE AND SUSPENSION OF PROFESSIONAL STAFF MEMBERS

Definitions

Paid Administrative Leave – Involuntary paid leave, without charge to any annual or sick leave, due to misconduct or investigation of misconduct of an employee.

Suspension – Any involuntary unpaid leave that is not administrative leave as defined in this policy.

Process for Administrative Leave

The following process will be followed when an employee is put on administrative leave:

1. Within seven (7) days of placing an employee on administrative leave, the Superintendent or designee will provide the employee with written notice of the general reason or reasons for being placed on administrative leave.
2. The Superintendent or designee will inform the Board within thirty (30) days after placing an employee on administrative leave of the reason or reasons for the employee's placement on leave. The Superintendent or designee will provide an update on the status of the employee at every meeting thereafter.
3. If an employee is not removed from administrative leave within thirty (30) days of being placed on leave, the District will hold due process meeting within sixty (60) days of the date the employee was first placed on administrative leave.
4. Additional investigation may result from the due process hearing. This due process meeting requirement does not apply to an employee who is put on paid administrative leave due to misconduct, or an investigation of misconduct, when the District refers such misconduct to a law enforcement agency or another state or federal agency or when the law enforcement agency or other state or federal agency has commenced its own investigation of the misconduct for which the employee was placed on administrative leave.

If the Board of Education decides to place the Superintendent on leave,

1. The Board president or the District's attorney will provide the Superintendent with written notice of the action within seven days of the Board's decision.
2. The Board president or District's attorney will provide an update on the status of the Superintendent's employment at every Board meeting until the issue is resolved.
3. The Superintendent may be subject to a due process meeting as outlined above to the same extent as other professional employees, as required by law.

Suspensions

Prior to placing an employee with an employment contract on unpaid suspension, the District will

1. notify the employee of the allegations
2. provide the employee an opportunity to discuss the charges
3. inform the employee of the opportunity to appeal the suspension to the Board

The employee must request an appeal within ten days of notice of suspension without pay. If the employee appeals, the employee may also be suspended with pay pending the appeal.

If the Board reverses the suspension, the employee will be reimbursed for any pay withheld.

Date Implemented By Superintendent: September 26, 2017



Superintendent of Schools