

INVESTIGATORY SUSPENSION**SECTION 6.04****Effective Date: February 16, 2017****Approved By: Governing Board***JMM*

It is the policy of the Community Action Committee of Pike County to implement an investigatory suspension policy to ensure that all incidents of potential employee misconduct are investigated thoroughly before a decision is made regarding potential disciplinary action.

An employee may be placed on investigatory leave, with or without notice, to permit Community Action Committee of Pike County to review or investigate actions, including dishonesty, theft or misappropriation of company funds or property, violence on the job, gross safety negligence or acts endangering others, insubordination, or any other conduct that warrants removing the employee from the worksite. The leave will be confirmed in writing, stating the reason and the expected duration of the leave. Upon conclusion of the investigation, the employee will be informed in writing of the actual dates and pay status of the leave.