



Procedure

A supervisor or director will bring the matter requiring an investigatory suspension to the HR Director. The HR Director, in conjunction with the Executive Director, will determine if the situation warrants an investigatory suspension to allow appropriate time to investigate the matter.

The HR Director or his or her designee will 1) tell the employee that he or she is being placed on investigatory leave and that an investigation will occur, 2) inform the employee of the reasons for the leave, 3) request the return of company property (e.g., keys, electronic equipment, files, records) while the leave is pending, 4) escort the employee from the worksite, 5) immediately inform the IT Director or his or her designee to suspend the IT accounts of the employee, 6) alert appropriate individuals that the employee should not be at the worksite until the investigation is complete, and 7) inform fiscal/payroll of any necessary actions that need to occur while the leave is pending.

The leave must be confirmed in writing to the employee no later than three working days after the leave commences. A copy of the letter will be placed in the employee's personnel file. At the conclusion of the investigation, and pending the outcome of the investigation, a decision will be made whether to retain this letter in the file or to remove it. This written notice must 1) explain the reasons for the investigatory leave, 2) state the expected length of the leave and that the leave may be extended, if necessary, and 3) direct the employee to remain available during the leave to participate in investigative interviewing.

The HR department, will conduct, or appoint a person to conduct, a prompt and thorough investigation of the allegations or charges. Upon conclusion of the investigation, HR Director will determine if the period of the investigatory leave is to be converted to a suspension without pay or dismissal. The HR Director or his or her designee will inform the employee in writing of the decision as soon as practicable.