SUBJECT: Administrative Leave Policy   Page 1 of 1
BOARD OF TRUSTEE APPROVAL: 03/26/2025   EFFECTIVE DATE: 03/27/2025

Objective

An employee may be placed on an administrative leave, with or without notice, to permit Highland Community College to review or investigate circumstances 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.

Procedures

The College may place an employee on administrative leave to review or investigate actions in breach of the above-stated guidelines.

The Vice President/HR Manager should tell the employee that he or she is being placed on a paid/unpaid administrative leave, the reason for the leave and that an investigation will occur. Company property (e.g., keys, electronic equipment, files, records) should be collected from the employee before the employee leaves the worksite.

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

The HR department will conduct, or appoint a person to conduct, a prompt and thorough investigation of the circumstances. Upon conclusion of the investigation, the Vice President and President will determine if the employee will be reinstated, subject to disciplinary action or terminated from employment. HR will inform the employee in writing of the decision.