



Disciplinary Actions Policy # 1710.100

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: July 26, 2024	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations
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POLICY STATEMENT

When the President or designee has reason to believe that the presence of an employee on university property presents a threat to the health or safety of the employee or anyone in the university community or represents a threat of substantial disruption or interference with the normal operations of the university community, the President or designee may place the employee on paid or unpaid leave pending investigation of the occurrence. The President or designee may also direct that the employee be removed from university property until the investigation is completed.

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SCOPE

This policy is applicable to all out-of-unit faculty and staff.

REASON FOR POLICY

To establish a policy on granting leave pending an investigation.

DEFINITIONS	
TERM	DEFINITIONS
N/A	



ROLES AND RESPONSIBILITIES

Employee & Labor Relations (ELR) will work with the department to determine whether to place an employee on leave pending an investigation. ELR will also contact the appropriate departments throughout the process. The employee will be notified upon the conclusion of the investigation to discuss findings and next steps.

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 12, 2021; July 26, 2024.