



**LOS ANGELES COMMUNITY COLLEGES  
HR COMMUNICATION**

HR EER 1  
PAID ADMINISTRATIVE LEAVE  
Procedure

<b>ISSUE DATE:</b> 12/07/2015  <b>REPLACES:</b>	<b>DISTRIBUTION:</b> Chancellor, Deputy Chancellor, College Presidents, Vice Presidents, SPOCs, Senior Staff  <b>ISSUED BY:</b> Office of Employer-Employee Relations	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED  <b>CHANGES:</b>
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This memorandum is intended as a guideline to assist in the consistent application of District policy regarding paid administrative leave. From time to time, circumstances may develop that would require an employee to be removed from the worksite either prior to the Board of Trustees acting on a recommendation for unpaid suspension or dismissal, or when an investigation must be conducted. In such circumstances, the College President in consultation with Employer-Employee Relations (EER) or the Vice Chancellor for Human Resources has the authority to place an employee on paid administrative leave. Examples of such circumstances include, but are not limited to, the following:

- an employee’s gross insubordination creating potential and serious liability or danger to the work environment;
- allegations of theft of District property;
- violence – in such cases, staff may need to contact the Sheriff’s Department for aid in removing the employee from the workplace;
- management has a reasonable belief that an employee’s continued presence in the workplace raises serious concerns about the disruption in the workplace, or the health, safety, or welfare of the employee, other employees and or students;
- management is initiating an investigation and the employee’s presence in the workplace may significantly impact the investigatory process.

Paid administrative leave is not a form of discipline, although discipline may subsequently be imposed by the Board of Trustees. An employee on paid administrative leave suffers no loss of pay, benefits, or other rights and privileges of an active employee. **Because it is a paid leave, the amount of time an employee spends on paid administrative leave should be limited to as brief a period as the situation allows.** Also, because it is a paid leave, it does not constitute a break in service.

The following outlines the steps for a college or division to take to place an employee on paid administrative leave.

- **Contact EER** – EER must be contacted for advice and guidance when placing an employee on paid administrative leave to assess circumstances that have led to this decision.
- **Meet with Employee** - The College President or Vice Chancellor for Human Resources should meet as soon as possible with an employee who has been placed on paid administrative leave. The employee should be informed in writing that he or she has been placed on paid administrative leave for a length of time yet to be determined, that during such time he or she will not suffer any loss of pay or benefits, and that while on paid administrative leave, the employee may not be at the worksite for business reasons but should be available by telephone, or available to meet in person with college and/or District representatives during normal working hours. Additionally, the employee must be informed that while on leave, he or she may not engage in other paid employment during the hours that the employee normally works for the District.

- **Implement Reasonable Security Measures** - The College President or Vice Chancellor for Human Resources should take immediate steps to limit an employee's access to computer files and records, District documents, District funds, and District property and supplies. The employee must relinquish keys, key cards and any other device that would allow the employee access to District property and information. Similarly, the employee's passwords and other means of access to District electronic information and records must be deactivated.
- **Send Confirming Letter** - Immediately after meeting with the employee, a letter should be sent to him or her reiterating the information given to the employee verbally. As a best practice, the letter should be sent to the employee's address of record via certified and regular U.S. mail or hand delivered.
- **Conduct an Investigative Interview with the Employee** – The College President or Vice Chancellor for Human Resources should conduct a thorough investigation. Where appropriate, witnesses should be asked to sign statements that relate what they saw or heard and any relevant documentary or physical evidence should be gathered and secured. As part of the overall investigation, it usually will be appropriate and necessary to interview the employee who has been placed on paid administrative leave. The employee has the right to representation at the investigative interview. The employee should be directed in writing to report at a specified time to a specified place for this meeting. Questions for the employee pertinent to the investigation should be prepared in advance of the interview. If the employee refuses to meet or refuses to answer questions during the interview, he or she must be informed that such refusals constitute insubordination, for which the employee will receive discipline, up to and including dismissal.
- **Recommend Discipline if Necessary** - If the findings of the investigation indicate that discipline is necessary, EER should be informed of the findings as soon as possible to help with the appropriate disciplinary action.

For your convenience, we have included a template letter notifying an employee of his placement on paid administrative. Please disseminate this memorandum and attachment to the appropriate departments and direct any questions you may have to EER at (213) 891-2442.

Thank you.

Attachment

June 01, 2099

Re: Administrative Leave

Dear xx:

This letter is to notify you that effective (DATE), the Los Angeles Community College District is placing you on a paid administrative leave pending completion of an investigation of allegations of inappropriate behavior on your part. Please be advised that the District may terminate your paid administrative leave status and ask you to return to work at any time.

During the period you are on administrative leave, you are not to work at this College or any other within the Los Angeles Community College District. Furthermore, you are directed not to visit the campuses without obtaining prior permission. If, in the future, you need to conduct personal business on any of the campuses of the Los Angeles Community College District, please contact (Name, Title, phone) at least two (2) working days prior to the visit to schedule a time and to make the appropriate arrangements for your arrival, stay on campus, and departure.

After the District has completed its investigation of the matter indicated, (College) management will meet with you to discuss the investigation findings. There will also be a discussion regarding any recommended disciplinary actions, should there be any, based on the findings. Until the investigation is completed and the results are determined, please return your keys to (name) immediately.

If you have any questions regarding this letter, please call (name, Phone).

Sincerely,

President  
College

c: Dr. Albert J. Román, Vice Chancellor, Human Resources  
Employer-Employee Relations

**Return Receipt Requested**  
**Certified Mail #**