

## PROCEDURE

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<b>Series:</b>	<b>HR Practices</b>	<b>COA:</b> <b>CFOP: N/A</b>
<b>Procedure Name:</b>	Administrative Leave	
<b>Procedure Number:</b>	HR2806	
<b>Reviewed Date:</b>	N/A	
<b>Revision #/Date:</b>	5/25/17, 9/4/19 (3)	
<b>Effective Date:</b>	3/11/16	
<b>Applicable to:</b>	All Brevard Family Partnership Family of Agencies (BFP FOA) paid staff	

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PURPOSE: To outline circumstances in which administrative leave of a BFP FOA employee could occur.

References: HR2805, Employee Grievance Policy; HR2303, Anti-Harassment

### PROCEDURE:

The purpose of administrative leave is to protect the employee and the agency when it is necessary to complete an objective investigation with minimal disruption to the workplace.

The following situations could potentially be cause for the paid/unpaid administrative leave procedure to be enacted. This includes but is not limited to:

1. An investigation by the Inspector General
2. A client relations inquiry
3. A critical incident report
4. Any formal investigation for a violation that could result in potential dismissal.
5. An internal investigation into allegations, including but not limited to, harassment, illegal discrimination, employee misconduct, or other workplace violations with complaints that rise to the level of an investigation.
6. When the employee's presence in the workplace could potentially result in damage to property, injury to self or others, or would be detrimental in the best interest of the agency.

In the case of a child death or other egregious matter, the direct staff member working with the involved family may be placed on paid administrative leave immediately until the completion of the investigation and/or CIRRT review.

**If any of the above situations occur, the CEO must be notified immediately.**

If an employee is involved in a pending or potential investigation, the CEO has the discretion to require the employee to be placed on paid/unpaid administrative leave for up to 10 business days in order to complete the investigation.

The Human Resources Manager will be notified of the decision to place the employee on administrative leave and prepare the written notice of the administrative leave. Written notice will provide reasoning and the timeframe for the administrative leave decision. The Human Resources Manager and appropriate Executive team member will meet with the employee to discuss the administrative leave prior to being placed on leave, and once the administrative leave time has concluded. The employee will be provided with written notice of the administrative leave, with a copy of the notice to be placed in the employee's personnel file.

It is the responsibility of the those conducting the initial briefing to collect the employee's badge, keys, computer (laptop if applicable), and any other company issued property, which will be housed with the Human Resources Manager. All access to computer systems and facilities will be temporarily suspended during the administrative Leave period. The Human Resources Manager will notify the appropriate security officers and IT to suspend access to these areas.

While the employee is on leave, the Human Resources Manager will be the contact person for the employee. When the investigation is completed, the Human Resources Manager will notify the employee of the results of the investigation and the final action that will be taken. Upon the employee's return from administrative leave, the Human Resources Manager will "re-issue" the collected items back to the employee. Additionally, the supervisor will notify all parties necessary to regain access to the facilities and computer systems for the employee.

The formal investigation may result in one of the following final actions:

1. No formal disciplinary action
2. Placement on a performance improvement plan (PIP)
3. Suspension without pay
4. Termination of employment.

Upon conclusion of the investigation, the employee will be provided final written notice as to the outcome of the investigation and the final actions to be taken.

It is the supervisor's responsibility to ensure that all appropriate timesheets are completed, submitted and approved for employees who are on administrative leave. Paid administrative leave will not be considered for the purposes of overtime calculation. Approval of administrative leave with pay is limited to an amount necessary to bring the



employee to full pay (40 hours of work in the workweek or pro-rated to reflect a part-time employee's regular hours worked). In no case can the approval of administrative leave cause the employee to exceed the number of hours he or she is normally scheduled in the work week.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI".

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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership

APPROVAL DATE: 2/11/2020