DATE: [Date]

TO: [Employee Name], [Employee PSID#]

FROM: [Department Director/Hiring Authority]

RE: Placement on Paid Administrative Leave During Active Investigation

Effective immediately, you are being placed on administrative leave. During this time, your pay and benefits remain intact. This action is being taken as a result of allegations which have led to an active investigation regarding [subject of investigation]. You will remain on administrative leave until further notice.

While on administrative leave, you are required to:

1. Not engage in any county duties or activities unless expressly directed to do so by [department contact] or human resources staff.
2. Not attempt to physically access your worksite unless directed to appear by [department contact] or human resources staff.
3. Remain available for contact from [employee’s work schedule, e.g., 8:00 a.m. to 5:00 p.m. Monday through Friday], except for regular meal and rest breaks, and provide a telephone number and email address where you will be available to respond during those hours.
4. Be ready, willing, and available to be called back to work at any time during your regular work hours.
5. Notify [department contact] if you would like to take leave and thus be unavailable for contact. You must receive [department contact’s] pre-approval for such unavailability.

You may not discuss the investigation with any potential witness to the events being investigated. You may not contact any such persons at work or otherwise. This includes contact at a residence, place of work, or other venue via telephone, e-mail, third party, or indirectly through any means. [*include the following for represented employees only*] You may discuss the investigation with your union representative, who has been informed that you are being placed on administrative leave and subject to an investigation.

Notwithstanding the above, nothing precludes you from disclosing or discussing with anyone conduct that you believe to be unlawful harassment, discrimination, or retaliation, wage and hour violations, sexual assault, conduct that is otherwise illegal under law, or conduct that is recognized as against public policy.

These requirements remain in effect until further notice. Failure to comply with any of the requirements above may subject you to discipline.

cc: Department Director/Hiring Authority

Department Human Resources Manager

 Personnel File