

ADMINISTRATIVE LEAVE

Applicability: This policy applies to all Oak Hill employees.

In accordance with its mission and applicable state and federal law, Oak Hill is committed to protecting the rights of program participants and maintaining a safe and productive working environment free from harassment, discrimination and any other disruptive or illegal behavior. When there are allegations of violations of these requirements, Oak Hill may need to take specific protective actions to safeguard the rights of program participants, employees and the general public, and to preserve evidence and ensure the integrity of any investigatory process.

Accordingly, Oak Hill may place an employee on paid administrative leave. This may be done at the direction of a government agency or be solely the decision of Oak Hill administration. An employee will be notified of his/her placement on administrative leave by a supervisor along with the general reason for the leave (e.g. pending investigation). Employees may not reveal the fact that an allegation has been made, or discuss the substance of an allegation or investigation, with anyone connected with the investigation, including but not limited to: the complainant; the victim; Oak Hill employees; and third-party witnesses, unless directed to do so by a supervisor. During any administrative leave, employees may not work at any Oak Hill location, attend any training class, or have any contact with Oak Hill program participants.

An employee on administrative leave will also be required to surrender his/her keys, time badge and other Oak Hill property at the time he/she is placed on administrative leave. If the employee is not at work at the time when he/she is placed on administrative leave, he/she must bring all Oak Hill property in his/her possession to the investigatory interview pending the outcome of the investigation.

An Oak Hill administrator will be responsible for the decision to end any administrative leave based on the resolution of the matter that was the cause of the leave.

Cross reference: Abuse and Neglect
Discipline & Discharge

Originally published: May 1, 2006
Revision approved: January 7, 2009