

North Dakota State University

Policy Manual

SECTION 220.1 ADMINISTRATIVE LEAVE

Source: NDSU President

1. Administrative leave is a work status assigned to an employee to temporarily relieve them of their duties pending the resolution of a disciplinary action, complaint, or allegation. Employees placed on administrative leave receive their normal rate of pay and benefits, but are prohibited from reporting to work. This prohibition may include a suspension of email privileges as well as other access privileges.
2. Administrative leave must be approved by the Director of Human Resources/Payroll, or their designee. However, in emergency circumstances or circumstances where immediate action is necessary, a supervisor may place an employee on administrative leave for the remainder of their workday or until proper approval can be obtained. Under no circumstances should approval take longer than two full working days. Absent an emergency, a department wishing to place an employee on administrative leave must submit a Change Form 101 (found at <http://www.ndsu.edu/forms/>), outlining the circumstances giving rise to the need for administrative leave.
3. Upon approval from the Director of Human Resources/Payroll, the employee will be notified of the claims or allegations made against them, as well as the anticipated length of the administrative leave and the expectations of the employee while on administrative leave.
4. Being placed on administrative leave does not constitute a disposition of the pending disciplinary action, complaint, or allegation against the employee. Administrative leave is a tool used to efficiently resolve the disciplinary action, complaint, or allegation against the employee while protecting the interests of the University.
5. Administrative leave should be used when it is necessary to protect University employees, University property, or University functions. Examples where administrative leave may be used include, but are not limited to:

- a. Investigations of employee theft; employee misappropriation of University or State property; assault, battery, or harassment in the workplace; or employee insubordination; or
 - b. To protect the health, safety, and security of another or the University.
6. Upon final disposition of the disciplinary action, complaint, or allegation giving rise to administrative leave, the employee shall be notified of the outcome. If disciplinary action is required, the employee shall be entitled to a pre-action review according to NDSU Policy 220: Staff Job/Discipline. If no disciplinary action is required, the employee shall be reinstated to their position with no disruption in service.

HISTORY:

New February 7, 2012