

MEDICAL COLLEGE OF OHIO

Subject: ADMINISTRATIVE LEAVE (WITH PAY)

Policy No.: 05-074

PURPOSE

To provide uniform guidelines and procedures for the implementation of section 124.388 of the Ohio Revised Code for those employees covered by civil service.

GENERAL

Administrative Leave with Pay

Employees may be placed on administrative leave with pay. Such leave is to be used only in circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care could be adversely affected. Compensation for administrative leave with pay shall be equal to the employee's base rate of pay, and shall not continue beyond the length of the situation for which the leave was instituted. Employees placed on paid administrative leave will continue to accrue leave and service credit.

Administrative Leave Pending Completion of Investigation

An employee should only be placed on administrative leave with pay when immediate action must be taken to remove an employee from his or her work site because of a threat to the health and/or safety of an employee, person or property entrusted to that employee and no other viable options are available. In such limited circumstances, it is permissible to place an employee on administrative leave with pending a review, investigation or disciplinary proceeding surrounding the situation that resulted in the employee being placed on administrative leave.

If the primary concern is the health or safety of a particular individual, or group of individuals, a modification of duties, a temporary reassignment to another position or another work area or a reassignment to another work shift may suffice to limit access to the person(s) whose health or safety may be endangered, thereby avoiding the need to place an individual on administrative leave with pay.

If the primary concern is the safety of property, it may be possible to remove access to state property either through a modification of job duties and responsibilities, a temporary reassignment to another position or reassignment to another work area so that no property is entrusted to an employee who could adversely affect or destroy the property.

Approval for Administrative Leave

Administrative leave may only be instituted with the review and approval of the Administrator for Human Resources or his designee. Administrative leave shall be authorized for the period of time necessary to conduct an internal review or investigation, including the decision of whether to impose discipline.

Employee Notification

An employee placed on administrative leave pending completion of an investigation shall be notified at the outset of the leave that he or she:

Shall be in a work-ready status at all times during their regular scheduled time, and must be able to report to work on short notice.

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Shall stay off of Medical College of Ohio property during the leave, except for healthcare related appointments or need for treatment, or to conduct business with the employer if arrangements have been made in advance.

Shall make arrangements with Human Resources for the processing of vacation, personal and other leave requests, as well as other personnel or employee benefits matters.

Shall not hold another job during the hours he or she is normally scheduled for work. If the employee works during such hours, he or she will forfeit the administrative leave with pay and will be subject to discipline.

Job Modifications and Reassignments

Instead of placing an employee on administrative leave with pay, an employee may be temporarily reassigned to a vacancy or another position within the same classification. Or an employee's duties may be modified within their job classification to limit the conditions and circumstances, which create the health or safety concern. An employee may be reassigned to any position or placed in any available vacancy within their job classification for which the minimum job qualifications are met. An employee temporarily reassigned to fill an available vacancy, or temporarily reassigned to another position, shall be entitled to compensation equal at least to the employee's regular base rate of pay. Temporary reassignments and modification of duties shall continue only during such period pending an investigation and do not constitute a reduction in duties, position or reclassification.

Source: Vice President for Operations

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