

INVESTIGATORY LEAVE

The Library Director may place an employee on investigatory leave to permit the Library to review or investigate actions which would warrant removing the employee from work, including but not limited to dishonesty, theft or misappropriation of Library funds and/or property, violence on the job, claims of harassment, and insubordination. Should the Library Director be subject to investigation the Library Board of Trustees may place the Library Director on investigatory leave.

An employee shall not be deemed guilty of any offense solely because said employee has been placed on investigatory leave. An investigatory period is not required prior to disciplining an employee including termination of employment.

The leave shall be officially communicated to the employee in writing within three working days of the start of the leave with the letter stating the reason for leave and its expected duration. A copy of this communication shall be placed in a file separate from the employee's personnel file. At the conclusion of the investigation, documentation indicating the result of the investigation shall be retained in this separate file.

While on investigatory leave the employee may be barred from the Library and from contacting Library employees or in any way impeding the investigation and may be asked to return all Library property in his/her possession. During the leave period the employee shall make himself/herself available for interviews upon the request of the Library.

The Library shall make a reasonable effort to limit the investigatory leave time period to no more than fifteen (15) calendar days however the leave may extend beyond this period.

Employees shall receive pay and their ordinary benefits during the term of investigatory leave.

The employee shall be informed of the results of the investigation upon the investigation's conclusion.

The Library Board of Trustees shall be informed of any employee placed on investigatory leave.

Originally Adopted: October 23, 2006