

Administrative Leave

POLICY: Administrative Leave		CUSTODIAN:	Special Projects
POLICY NUMBER:	300.49	REVIEW DATE:	11/2020
APV'D DATE:	11/17/2020		
EFFECTIVE DATE:	11/17/2020		
REFERENCES: Inclement Weather Policy 300.22			

Part 1. Policy Background and Purpose.

White Earth Tribal and Community College (WETCC) is committed to providing a safe and secure environment and workplace to support the overall mission. The purpose of this policy is to ensure a uniform policy applies to all staff.

Part 2. Definitions.

Administrative leave is a classification designating leave with or without pay which may be granted for extenuating or special circumstances which do not fall under existing WETCC policies. Administrative leave will be designated as paid or without pay at the time an employee(s) is notified of the classification change.

Employee includes staff and faculty who are working on paid appointments, whether hourly or salaried.

Part 3. Responsibility.

It is the responsibility of the immediate supervisor in consultation with Special Projects to determine when an individual employee shall be placed on administrative leave.

It is the responsibility of the President to determine when multiple staff are placed on or granted Administrative Leave for any period of time.

Employees are responsible to designate administrative leave on their individual timecard as instructed at the time of the designation. Supervisors are responsible to confirm the time is recorded accurately.

Part 4. Policy.

Administrative leave, with or without pay, can be declared for an employee to leave the worksite, or not to return to the worksite for a specified period of time, when it is in the best interest of WETCC.

Administrative leave shall be used when it is in WETCC's best interest to retain the employee relationship for a period of time to be determined by WETCC.

Administrative leave can be designated only when such leave does not fall within existing leave policies and does not cause a hardship to the operations or the College. Examples of administrative leave may include:

- Campus, employee and/or student safety.
- Fitness for duty.
- Weather, disaster, or other emergency or environmental situation that may create a risk for employees.
- Necessity to remove an employee from the workplace while an internal or external investigation or review ensues.
- A health or safety condition impacting campus.

Administrative leave initiated by the College shall be decided in collaboration with, Special Projects Director and President whenever an individual employee is impacted.

The President shall be the deciding official when more than one employee is impacted.

Employees placed on administrative leave with pay will be compensated and benefits will remain intact. Employees placed on administrative leave without pay will not be compensated for the duration of the leave.

Administrative leave status does not impact the at-will employment relationship.