



**Administrative Regulations  
Office of the Mayor**

**Title:** LEAVE STATUS PENDING DISCIPLINARY REVIEW AND/OR INVESTIGATION

**A.R. Number:** 4.15 **Effective Date:** 2/1/2007 **Page:** 1 of 1

**Supersedes:** Leave Status Pending Disciplinary Review and/or Investigation **A.R.:** 4.14 **DATED:** 8/3/2006

**I. POLICY**

It is the policy of the City of Richmond to address the behavior problems of employees when the unacceptable behavior violates a City Rule, Policy, Regulation, Ordinance, or Law; or when the behavior disrupts, or adversely affects the conduct of City business. This policy addresses the employee status pending a disciplinary review and/or investigation.

**II. PROCEDURE**

Pending the resolution of a disciplinary review, the Appointing Authority shall place the employee on leave without pay if:

1. The employee's presence is determined to be a threat to the City, his supervisor or fellow employees.
2. The employee is alleged to be in violation of the City's Substance Abuse Policy.
3. There are allegations of workplace violence or unlawful harassment.
4. There are allegations of theft, fraud, or embezzlement of City property or services (this shall include property leased to the City or otherwise in the possession of the City.)
5. The employee is charged with a misdemeanor or felony involving possession of marijuana or any controlled substance.

Notwithstanding the aforementioned categories, nothing herein shall limit an Appointing Authority's discretion to place any employee on leave without pay pending disciplinary actions. However, if the behavior of the employee does not fall in one of the aforementioned categories the Appointing Authority at his discretion may place the employee on leave with pay or allow the employee to remain in his or a modified position. The approval of the Director of Human Resources is required for leave with pay exceeding ten (10) working days (Personnel Rule 6.11).

As required by the Fair Labor Standards Act, non-exempt employees shall be suspended in hourly increments. Exempt employees shall be suspended in weekly increments; however, if the behavior of an exempt employee falls into one of the aforementioned categories, the exempt employee shall be suspended in increments of a full work day.

**III. RESPONSIBILITY**

It is the responsibility of each Department/Agency Director to ensure that each employee is aware of, and understands the content and effect of this policy. Particular attention should be given to communicating all aspects of this policy to new and prospective employees.

**IV. REGULATION UPDATE**

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

**APPROVED:**

**MAYOR**