

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Paid Administrative Leave		<b>Number:</b> 22-49
		<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All		<b>Supersedes (Number/Date):</b>
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>	
	<b>Approved:</b> Approved by City Council on: 10/17/2023	

**Overview:** The City Manager, Department Head or their designee may place an employee on paid administrative leave under limited circumstances.

**Applicable to:** All employees, excluding part-time/seasonal.

**Guidelines:** The City may place an employee on administrative leave with pay whenever it is in the best interest of the City, the employee, the safety of fellow employees, or the public. It is not intended to continue for extensive or prolonged periods, but to temporarily remove an employee from the workplace to address a particular situation. Placement on paid administrative leave is not intended to constitute an adverse employment action or disciplinary action against the employee; it simply denotes the work status of the employee.

Examples of circumstances when paid administrative leave is appropriate include, but are not limited to, the following:

- To complete an investigation or review, or to evaluate the circumstances of a pending action or unusual situation.
- To immediately remove an employee from the work site for alleged extreme misconduct, disruption to City services, or for an imminent threat to the safety of the employee, the public, or the employee’s fellow co-workers.
- To either complete, receive results, or pending the medical review of a fitness for duty, drug test, or alcohol-breath test ordered by the City.
- To receive results or resolution on issues related to the termination of employment.

**Assignment to Paid Administrative Leave**

The City Manager, partnering with Human Resources will decide when it is appropriate to assign an employee to paid administrative leave and will do the following in each circumstance:

- Provide written notice to the employee upon designating the leave as paid

City of Red Bluff  
AP&P 22-49 Paid Administrative Leave Policy

administrative leave. If the employee is not present, provide notice no later than three working days after the leave commences. Written notice of paid administrative leave shall include the following:

- 1) Information identifying the reason for the paid administrative leave.
  - 2) Expected duration of the paid administrative leave and a statement regarding the potential for a paid administrative leave extension.
  - 3) A copy of this Policy.
  - 4) Notification to the employee advising they may be called into the workplace anytime during the designated paid administrative leave hours by the City to answer questions or report to work.
  - 5) A statement that if the employee is going to be unavailable during work hours they will be required to notify their supervisor, and use their appropriate leave banks.
  - 6) Notification to employee that they cannot enter non-public City property without permission of their supervisor.
- If applicable, request the return of City property.
  - Confirm the employee's contact information is current.
  - Escort the employee from the worksite.

Paid administrative leave may not exceed thirty (30) calendar days. An extension of a paid administrative leave may only be granted with approval from the City Manager.

Employees on paid administrative leave shall continue to receive their regular rate of pay, specialty pay, health insurance benefits, deferred compensation match, holiday pay (when applicable), uniform allowance, as well as vacation and sick leave accruals, as if they had continued working. Other types of pay and benefits which require the employee to actually perform the work necessary, such as on-call, standby, overtime, and shift differential pay will not be included in the calculation for the regular rate of pay.

**Employee Guidelines During Paid Administrative Leave**

During any period of paid administrative leave, the following guidelines shall apply:

- The employee must refrain from entering non-public areas of City facilities and property and attending City functions in any official capacity. Should the employee need to return to any City facility in a non-public area, permission should be obtained in advance from Human Resources or the Department Head.
- The employee must be available by telephone Monday through Friday from 8:00 am to 5:00 pm to answer questions or report to work within a reasonable period of time to provide information or to respond to an investigation. An employee's regular work schedule may be adjusted to accommodate paid administrative leave hours.
- The employee must notify the Department Head or their designee and the Human Resources Department if any personal contact information changes.
- Previously approved absences are negated for the employee while on paid administrative leave. If an employee will be unavailable at any period while

City of Red Bluff  
AP&P 22-49 Paid Administrative Leave Policy

they are on paid administrative leave, they must request applicable leave from the department head or their designee at least twenty-four (24) hours in advance of the need for leave. If the employee has no accrued leave hours available for use and receives approval to be unavailable while on paid administrative leave, they will be placed in a leave without pay status.

- The employee must not perform work for another employer during the hours the employee is scheduled to be available for the City.
- The employee should not have any communication with internal or external City clients or customers or fellow City employees relating to the employee's work for the City, or the issue directly related to the paid administrative leave, except for the employee's supervisor and/or City employees or other personnel performing an investigation on behalf of the City.
- The employee may be required to relinquish any badge, keys, departmental identification, electronic equipment, files, records, assigned weapon(s), and any other equipment while on paid administrative leave.
- Employees on paid administrative leave may continue to apply for promotional opportunities as if they had continued working.
- The employee shall continue to comply with all policies, procedures, and lawful orders of the City Manager, Department Head or their designee.
- Failure of an employee to report to work upon notification of the conclusion of paid administrative leave may be considered an automatic resignation.

**Temporary Reassignment**

In some instances, reassignment within the same department may be considered in lieu of paid administrative leave. Reassignment will occur in consultation with the City Manager, Department Head and Human Resources. Written notice should also accompany a reassignment.

Human Resources shall provide the employee with written notification of paid administrative leave or reassignment. Timecards/payroll sheets should indicate employee's administrative leave status. The Human Resources Department is responsible for advising Department Heads or their designee on paid administrative leave matters, and ensuring paid administrative leave is administered in accordance with this rule.