***[DRAFT - TO BE PLACED ON DISTRICT LETTERHEAD]***

[Date]

VIA HAND DELIVERY and CERTIFIED US MAIL

[Employee Name]

[Employee’s Home Address]

Re: NOTICE OF PAID ADMINISTRATIVE LEAVE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you are being placedon paid administrative leave pending an investigation into your actions and/or inactions that could lead to discipline, up to and including termination. If required,District employees will be told simply that you are on an authorized leave of absence. You will remain on paid administrative leave until further notice.

At this time, to protect the District’s interests and yours, I am directing you as follows:

1. You are directed to immediately surrender to me:

a. all keys to District property issued to you;

b. all District credit cards issued to you;

c. all District cell phones in your possession; and

d. any other District property in your possession including, but not limited to, vehicles, electronic files, documents, computers, electronic devices and related peripherals.

2. While you are not restricted from gathering and presenting evidence on your behalf during the pendency of the investigation, you are directed not to harass, coerce, or retaliate against the complainant(s), District employees, students, parents, or any other potential witness, or in any other manner interfere with the integrity of the investigation. I will be your point of contact should you need to contact the District. This directive is also not intended to prevent you from consulting your union representatives or from engaging in protected concerted activity.

3. While on paid administrative leave, you are directed to remain available by telephone, during your normal duty hours, so that you can be contacted if the need arises. You are further directed to be available to report for duty during your normal duty hours if instructed to do so by me.

4. You are directed to provide me with your telephone number at the time you receive this letter.

Your failure to comply with the above directives may be considered as insubordination, which could lead to discipline, up to and including dismissal. Please contact me with any questions you may have.

Very truly yours,

District Superintendent

cc: [Association]