



SUBJECT: Policy for Monitoring Administrative Leave	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: 36-LEV-03
RULE/CODE REFERENCE: ORC 5120.01 and 123.388	SUPERSEDES: 36-LEV-03 dated 10/13/07
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 19, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a procedure for monitoring employees of the Ohio Department of Rehabilitation and Correction (DRC) who are placed on administrative leave consistent with ORC 124.388 and/or an applicable collective bargaining agreement(s).

III. APPLICABILITY

This policy applies to Operations Support Center, Institution and DPCS administrators who are authorized to place employees on administrative leave for health, safety or security reasons, consistent with ORC 124.388.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to place an employee on administrative leave with pay only in those circumstances in which the health, safety or security of an employee or any person or property entrusted to the employee’s care could be adversely affected. It is further the policy of the DRC that the appointing authority ensure any pending/potential criminal investigation does not unnecessarily extend such leave and the length of such leave shall not exceed the length of the situation for which the leave was granted.

VI. PROCEDURES

- A. When it has been decided that proper circumstances exist to place an employee on administrative leave with pay, the appointing authority shall provide the employee with written notice of such decision. The employee shall further be advised they are to make themselves available to their managing officer or deputy director during their normal shift hours or other shift times that have been arranged by the managing officer or deputy director, if different from the employee's normal working hours. During these hours, employees must remain fit for duty and able to report to their managing officer or deputy director as instructed.
- B. The appointing authority/designee shall provide immediate notice of administrative leaves with pay to the Office of the Chief Inspector and the appropriate regional director/deputy director and personnel office. Said notice shall include the name, race, gender, and job title of the employee, the employee's work location, the date the administrative leave began, and a brief explanation of the reason for the leave. Administrative Leave Form (DRC1920) shall be used for this purpose.
- C. The appointing authority/designee shall immediately advise the Office of the Chief Inspector of any change in status of an employee who has been placed on administrative leave. Regular updates shall be provided by the 1st of each month.
- D. The Office of the Chief Inspector shall maintain this information and produce a monthly report for the Director, managing directors, regional directors, and deputy directors.
- E. It is the responsibility of the regional directors, deputy directors and respective appointing authorities to ensure administrative leaves are not unduly prolonged, i.e., once it has been determined that the employee no longer poses a health, safety or security risk to themselves, any employee, or other person or property entrusted to their care, or no potential/pending criminal investigation will be compromised, they should be permitted to return to work.
- F. Employees returned to work from administrative leave shall receive written notice, which includes the date they are to return and any special instructions. Once the employee has returned to work, he/she shall meet with their managing officer and be advised of the status of the situation that precipitated their administrative leave.

Related Department Forms:

Administrative Leave Form DRC1920