

Category:	Procedure:	
Human Resources	Administrative Leave or Suspension or Reassignment of an Employee Pending Investigation	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-370	December 2010	July 2021

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2 Periodically it becomes necessary to remove an employee from the employee's worksite for a period of time
3 in order to review or investigate an incident that has occurred or an allegation that has been made. The
4 mechanism generally used to accomplish this action is to place the employee on administrative leave or
5 administrative suspension either with or without pay. The administration of the Knox County Schools will
6 adhere to the following procedures when acting to place an employee in an administrative leave or
7 suspension status.
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- 9 1. When the Human Resources Department receives an allegation about an employee that warrants
10 notifying the Department of Children's Services (DCS), the employee, with approval of the Director of
11 Schools or the Director's designee, may be placed on administrative leave or suspension with or without
12 pay pending an investigation into the matter.
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- 14 2. If an allegation is founded or substantiated, the employee shall notify Knox County Schools through the
15 Executive Director of Human Resources within two (2) business days. If the Knox County Schools
16 administration receives notification (written, electronic, or telephonic) from DCS or the employee that
17 an allegation is founded, the employee will be placed on administrative suspension without pay pursuant
18 to the actions specified in Board of Education Policy G-370. This status will remain in effect throughout
19 the DCS appeal process, if applicable.
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- 21 3. If the employee elects to appeal the decision of the DCS and the decision is overturned by DCS, the
22 employee will be compensated for the time the employee was on administrative suspension without pay
23 up to the date Knox County Schools receives notification of the overturned decision based on the appeal
24 process.
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- 26 4. If the employee elects to appeal the DCS decision and the decision is not overturned, the employee will
27 remain on administrative suspension without pay. At this point in time, the Knox County School System
28 Administration will begin the process for termination of employment.
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30 Based on the nature of the incident or allegation, and after reviewing other pertinent information, the
31 Director of Schools or the Director's designee may opt administratively to reassign an employee to a
32 temporary position pending completion of an investigation or review of the incident or allegation.
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34 Temporary reassignments will be made only to positions outside of schools where the individual does not
35 have contact with students, and to positions where the employee is under immediate and direct supervision.
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37 Employees under administrative leave or suspension are not to be on school property or at any school related
38 function. Job responsibilities assigned to employees under administrative leave or suspension with pay are
39 at the discretion of the Knox County School administration. Employees on administrative leave or
40 suspension with pay are to be available during normal school hours and must be able to be contacted during
41 that time.
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