

<Remember that an employee, if necessary, may be placed on investigatory status immediately and prior to receiving this written notice. Written notice must be provided to the employee within two business days of placement on investigatory status.>

DATE: (Date of letter must be the same date that the employee receives the letter.)

TO: <FIRST AND LAST NAME - Include middle/nickname if necessary.>

FROM: <SUPERVISOR'S FULL NAME>
<DEPARTMENT NAME>

RE: Notice of Placement on Investigatory Status with Pay

Purpose of Notification

This letter is formal notice of placement on Investigatory Status with Pay, effective <DATE>, while management investigates *<your involvement in a violence in the workplace occurrence, an allegation of sexual harassment made against you, possible improper use of University resources, etc.>*.

The purpose of this investigatory status is to give management an opportunity to investigate these issues with minimal disruption to the workplace and to consider if disciplinary action, up to and including dismissal, may be appropriate.

Duration and Requirements of Investigatory Status

This Investigatory Status is for a period up to 30 calendar days. During the period of Investigatory Status, you will receive your regular pay with no charge to your available leave.

Additionally, while on Investigatory Status, you must not come to the workplace, perform any work, access University work email or systems, or be in contact in any way with any department employees or other persons involved in the issue(s) described herein unless you are instructed or approved to do so in advance by your management. For more information on Investigatory Status with Pay, you may contact <ER NAME/EMAIL/PHONE>.

During the period of this Investigatory Status, you are required to remain available during the hours of your normal work schedule, or as otherwise required by me, so that you can meet with me or with other University representatives involved in this investigation if instructed to do so. Please note that you may be required to attend these meetings on short notice.

In order to ensure the integrity of the investigatory process, it is a standard practice for the University to withhold your *<work keys, badges, etc.>* until the investigation has been completed. This may also require limiting your access to campus email and/or systems.

Failure to meet these requirements could result in disciplinary action, up to and including dismissal.

Incident(s) Resulting in This Investigatory Status

<Describe in brief what events are alleged to have occurred that have caused this investigation.>

1. <POINT #1>
2. <POINT #2>
3. <...>

Records Retention & Access to Records

Retention of a Notice of Placement on Investigatory Status with Pay and related documents is governed by the University's General Records Retention and Disposition Schedule.

1. If no action is taken, this Notice will be retained in accordance with the retention schedule unless otherwise indicated at the completion of this process.

2. If subsequent disciplinary action is taken, this Notice will be retained with the disciplinary action.

Appeal Rights

Placement on Investigatory Status with Pay is not grievable under the University SHRA Employee Grievance Policy.

Supervisor's Signature

Supervisor's Signature: _____ Date: _____

<NOTE: AN EMPLOYEE'S SIGNATURE IS NOT REQUIRED BUT IS RECOMMENDED; YOU ARE NOT REQUIRED TO INCLUDE THE EMPLOYEE'S ACKNOWLEDGEMENT SECTION BELOW.>

Employee's Acknowledgement

I acknowledge that I have received this Notice. I understand that my signature below does not necessarily imply agreement with this action or with the incidents identified within this Notice.

Employee's Signature: _____ Date: _____

cc: NAME *<Chair/Director/Dean of the Department/Division/School>*
NAME *<HR Officer>* (for personnel file)