



Policy For Status During Review or Investigation

I. Policy Allowing Suspension for Staff/Volunteer Misconduct

The staff/volunteer's status during the investigation will depend upon the nature of the misconduct and the staff/volunteer's position.

Cal Poly SLO will use the following question to determine the propriety of the staff/volunteer's continued presence at our organization after an allegation of misconduct or abuse has been made and/or during an investigation for misconduct or abuse:

Is the continued presence of the staff/volunteer likely to create a danger to staff, volunteers, and/or Youth or otherwise be disruptive, detrimental to morale or good order, or an embarrassment to the employer?

1. If Cal Poly SLO, using all evidence available to guide decision making, determines there is no risk, the staff/volunteer should remain in the workplace.
2. If Cal Poly SLO, using all evidence available to guide decision making, determines risk does exist but can reasonably be avoided by temporarily reassigning the staff/volunteer to an available position, the Program Coordinator should make the effort to do so.
3. If Cal Poly SLO, using all evidence available to guide decision making, determines risk is present and cannot be avoided by reassignment, or where an appropriate position is not available, an indefinite suspension or administrative leave should be used until the resolution of the matter.

The Program Coordinator will communicate any decision to suspend or place a staff/volunteer on administrative leave in writing. The written document announcing suspension or administrative leave must be shared with the staff/volunteer, consistent with the requirements set forth in Cal Poly SLO's organization's progressive discipline policy for written discipline, and a copy must be placed in the staff/volunteer's personnel file.

II. Policy Allowing Suspension for Youth Misconduct

The Youth's status during the investigation will depend upon the nature of the misconduct.

Cal Poly will use the following question to determine the propriety of the Youth's continued presence at our organization after an allegation of misconduct or abuse has been made and/or during an investigation for misconduct or abuse:

Is the continued presence of the Youth likely to create a danger to staff, volunteers, and/or Youth or otherwise be disruptive, detrimental to morale or good order, or an embarrassment to the employer?

1. If Cal Poly SLO, using all evidence available to guide decision making, determines there is no risk, the Youth should remain in the workplace.
2. If Cal Poly SLO, using all evidence available to guide decision making, determines risk does exist but can reasonably be avoided by temporarily reassigning the Youth to another location or temporarily removing the Youth from the program, the Program Coordinator should make the effort to do so.

3. If Cal Poly SLO, using all evidence available to guide decision making, determines risk is present and cannot be avoided by reassignment, or where an appropriate position is not available, the Youth will be permanently removed from the program.

The Program Coordinator will communicate any decision regarding the Youth's status to the Youth's Parent or Guardian both verbally and in writing. Staff and volunteers will be notified of the temporary or permanent removal of a Youth from the program. A copy of the written communication must be placed in the Youth's program file.