

## **SECTION 806.03**

### **Suspension**

When appropriate, a lower level supervisor may suspend an employee with or without pay pending approval by the immediate administrative supervisor. Should the administrative supervisor determine such suspension is in order, the employee will be advised in writing of the suspension, reasons therefore, and given the right to appeal such action as set forth in the grievance procedures.

An employee charged with or under indictment for a felony or a crime involving moral turpitude shall be suspended without pay unless, in the opinion of institutional authorities, there are extenuating circumstances which dictate more lenient action. Employees charged with or indicted for other offenses may be suspended with or without pay pending final disposition of the charges or indictment.

#### **1. Benefits While Suspended**

An employee on suspension may have his or her group life and health insurance continued on payment of normal premiums.

#### **2. Use of Annual or Sick Leave During Suspension**

Employees suspended with pay, i.e., pending disposition of charges or indictments other than felony or moral turpitude, may have such suspension charged against annual leave. Normally, an employee who is suspended by the institution for violation of work rules will be suspended without pay and no leave charges will be allowed.

#### **3. Reinstatement**

An employee who has been advised of his or her reinstatement date and does not report

for the normal work shift shall be considered terminated, unless normal reporting procedures for sick leave, etc. have been followed.

#### **4. Back Pay**

An employee suspended without pay and subsequently allowed to return to work shall not be entitled to a back pay award unless so directed by the President of the University or the Board of Regents.