

## What Happens During Administrative Leave?

**You are told a member is being put on administrative leave.**

- ☐ Ask the Principal if you can escort the member to the office.
- ☐ Talk to the teacher before going into the principal's office to let him/her know what will happen.
- ☐ Tell him/her **not** to discuss the issue with the principal at that time.
- ☐ Have the employee give the principal his/her keys and ID badge.
- ☐ Be sure the employee understands that there can be **no** contact with anyone in the building, **especially students**.
- ☐ Get the person's phone number, and give him/her both the SVFT office number, and Ed's cell phone number (203-687-5766).
- ☐ After the employee leaves, call Ed so he has the necessary information.

The building representative is now finished with the issue until the employee returns.

### THEN

IF DCF is called:	If DCF is not called
<p>DCF is called in any issue that concerns allegations of improper comments to students, interaction with students, or supervision of students. DCF will either decide to pick up the case or not. If they choose not to pick up the case, it is the same if they were not called. If they do, they will interview students and possibly other adults. They may do this concurrently with HR or separately, depending on the DCF office</p>	<p>HR will conduct a fact-finding with the students and any adult who might be involved or witnessed the incident. That process usually take place within a week to 10 days</p>
<p>After everyone else is interviewed, they will schedule a meeting with the teacher. In almost all cases, Ed goes with the teacher to the DCF hearing.</p>	
<p>DCF has 45 days to issue a finding. They always take all 45 days. Once the finding has been issued, the teacher goes to Central Office for a fact-finding. Obviously, the finding from DCF dramatically affects the final decision.</p>	<p>After everyone else has been interviewed, the teacher goes to Central Office for a fact-finding. This is the first opportunity for the teacher to tell his/her version of what happened. This usually takes place two or three weeks after the employee has been put out on leave, but it can be longer depending on the time of the year.</p>

<p>In rare occasions, there is no disciplinary result. Otherwise, HR will often offer a stipulated agreement to finish the issue. If the employee agrees, he/she returns to work. If not, or if no agreement is offered, there is a Loudermill hearing.</p>	
<p>At the Loudermill, the State identifies its proposed discipline, and identifies the specific charges and evidence they are using to make that decision. Often, many of the issues raised in the fact-finding are not part of the evidence used. We then explain why that proposed discipline is inappropriate. During the Loudermill, the union does most of the talking; typically the teacher says nothing at all. The timeframe for a Loudermill varies widely.</p>	
<p>The State issues a final decision. Often, they will offer a stipulated agreement. If the member does not sign the agreement and is unhappy with the decision, we file a level 2 grievance on unjust discipline. The SVFT has 30 days from date of the State's final decision to file a grievance.</p>	
<p>At the level 2 hearing for unjust discipline, the State presents specific reasons for their action. We argue that the State has not met the "just cause" standard.</p>	
<p>If we are denied at level 2, the member can go before the Grievance &amp; Arbitration Committee and discuss why the case should be forwarded to arbitration. We have 20 days from the level 2 decision to file for arbitration.</p>	
<p>If the case is forwarded to arbitration, we file the case. The arbitration can be anywhere from six months to a year from when we file it.</p>	

### **Things to remember:**

- While on administrative leave, the member is paid his/her entire salary, including stipended positions.
- The teacher must be available to the CTHSS during regular work hours.
- The member can certainly talk to other teachers, but cannot talk about the case to anyone but Ed. Realistically, the less contact, the better.
- There is **no** acceptable contact with students or parents.
- The hardest thing to remember is patience. The process works, but it takes time.