

PGCEA Message to Members Placed on Administrative Leave with Pay

When an accusation is made by a child, another employee, or parent, the matter is referred for investigation. The employee is pulled from class and either sent home or stays at school initially. As an employee of PGCPs, the following outlines the investigative process and your PGCEA membership rights to have representation during this process.

According to PGCPs Administrative Procedures 4156, the Principal is required to do the following: contact the Instructional Director (ID), Child Protective Services (CPS), PGCPs Security Services, and the Employee and Labor Relations offices (ELRO). This is not a personal attack on you by the administration.

- 1) The ID or Principal will ask you to make a statement. You may do so at that time, or you may request to submit a statement within 24-48 hours. You may ask your UniServ Director at PGCEA to review your statement before you submit it to the Principal or ID.
- 2) The Employee and Labor Relations office (ELRO) may call you to come pick up paperwork (Temporary Placement Notification) about being placed on Administrative Leave. Otherwise, this information will be mailed to your home. (No representation needed.) This letter should explain the terms of being on administrative leave. Please read carefully.
- 3) Child Protective Services (CPS) may contact you requesting to schedule an interview. (Contact your PGCEA UniServ Director immediately and they will contact the MSEA attorney to accompany you to the meeting. Inform CPS that you are contacting PGCEA for representation at this interview.)
- 4) PGCPs Security Services will interview any child and adult witnesses.
- 5) Following the investigation, PGCPs Security Services may want to do a formal interview. (Contact your PGCEA UniServ Director for representation at this meeting.)
- 6) PGCPs Security report goes to the ELRO who may then call you in for a due process hearing. (Contact your PGCEA UniServ Director for representation at this meeting. They usually will notify PGCEA also, but may not always.) This hearing will provide the opportunity to hear the allegations and the findings from the investigations.
- 7) Do not discuss the situation without first consulting PGCEA. If you have any questions about this process while on leave, please call your UniServ Director at PGCEA.

The whole process can take between 1-2 weeks, if you are left at school, and 3 – 12 weeks if you are sent home and steps 1 – 5 occur. However, this is an estimate and actual times may vary.

[Reminder: While you're out on administrative leave, PGCPs requires that you be available during your working hours for the school year. This means that if your password expires for your PGCPs account, you need to contact the HELP Desk or contact your school to revise your password. Also, the phone # that you entered in ORACLE must be activated during this same period; if it is not, please let Labor Relations know immediately at 301-952-6315.