CITY OF LONG BEACH

PERSONNEL POLICIES + PROCEDURES

Policy 1.14	Administrative Leave
	Effective Date: August 5, 2025

I. SCOPE

This policy is applicable to all City of Long Beach (City) employees.

II. POLICY STATEMENT

The City provides Administrative Leave to employees removed from the workplace pending investigation of alleged misconduct and/or other situations where the City has determined an employee or employees should not remain in the workplace. Administrative Leave under this policy may only be utilized with the express approval of the Director of Human Resources or designee.

III. REASON FOR THE POLICY

The purpose of this policy is to provide parameters for the use of Administrative Leave.

IV. DEFINITIONS

A. Administrative Leave

Administrative Leave is temporary paid leave from an employee's position paid at the employee's adjusted rate of pay for any scheduled workdays and with any applicable benefits.

B. Business Day

City of Long Beach business days excluding weekends and holidays.

C. Adjusted Rate of Pay

An employee's regular earn rate published on the salary schedule for the job classification plus other skill pay/adjustments the employee is receiving at the time they are placed on Administrative Leave.

D. Benefits

Any health, dental, or vision benefits an employee is eligible for and receiving at the time they are placed on Administrative Leave.

E. Regularly Scheduled Work Shift

The days of the week, number of hours, and start/end times an employee is regularly scheduled to work. Example: Monday – Friday, 7:30am – 4:30pm.

V. PROCEDURES

A. Use of Administrative Leave

Employees will only be placed on Administrative Leave in situations requiring immediate removal from the workplace pending investigation of alleged misconduct and/or other situations where the City has determined an employee or employees should not remain in the workplace. Such circumstances are limited and case-specific and include but are not limited to threats to the health and/or safety of employees, persons or property. Use of Administrative Leave under this policy requires the express approval of the Director of Human Resources or their designee.

Note: The City reserves the right to place any employee on unpaid leave due to allegations of extraordinary conduct including but not limited to crimes of moral turpitude, and/or in cases of a Medical Review Officer verified positive test for drugs or alcohol. Classified employees placed on unpaid leave will be placed on Summary Suspension in accordance with Article VII, Section 87, of the Civil Service Rules & Regulations.

B. Alternatives to Administrative Leave

If the primary concern is the health or safety of a particular individual, or group of individuals, a modification of duties and/or temporary reassignment (another position, work area, location, telecommute location, work shift) may suffice to limit access to the person(s) whose health or safety may be endangered, thereby avoiding the need to place an individual on Administrative Leave.

If the primary concern is the safety of property, it may be possible to remove access to Long Beach's property either through a modification of job duties and responsibilities, a temporary reassignment to another position or reassignment to another work area so that no property is entrusted to an employee who could adversely affect or destroy the property.

C. Approval for Administrative Leave

Administrative Leave under this policy may only be utilized with the express approval of the Director of Human Resources or their designee

D. Duration of Administrative Leave

Administrative Leave is not to exceed a 30 business-day period. The 30 business-day period is to be used to conduct an administrative investigation of alleged misconduct and/or resolve the situation that required the employee(s) to be removed from the workplace. Extensions may be granted by the Human Resources Director or designee in periods up to 30 business days.

E. Tracking Administrative Leave

Departments with employees on Administrative Leave will monitor the situation for which the Administrative Leave was authorized and conduct regular check-ins with the Department of Human Resources to ensure that employees do not remain on Administrative Leave longer than necessary. This includes the tracking and management of administrative investigations, if applicable. Departments should be prepared to brief the Director of Human Resources or their designee on any circumstances requiring extension of Administrative Leave.

F. Extension of Administrative Leave

Departments with employees on Administrative Leave may request extensions in up to 30-day intervals. Extensions must be approved by the Director of Human Resources or their designee. Departments must be prepared to brief the Director of Human Resources or their designee on any requests for extension of Administrative Leave.

G. Administrative Leave Pay

Administrative Leave is paid at an employee's adjusted rate of pay for any scheduled workdays and with any applicable benefits. Employees receive Administrative Leave pay for regularly scheduled work shifts and are not compensated for Unscheduled Hours, Standby, Call-Back, etc., regardless of routine assignment to these shifts. If applicable, benefit continuance is maintained through regular deductions of benefit premiums from an employee's paycheck.

H. Employee Notification

Employees placed on Administrative Leave must receive written notification of the following at the onset of their leave:

1. Employees are not permitted on City property or permitted to access City technology infrastructure including email, electronic devices/equipment,

network drives/folders, etc., or to return to work unless notified by a department representative.

2. Employees are to remain in a work-ready status during regularly scheduled work shifts.

3. Return-to-work notifications will be made by telephone and email (if applicable) during an employee's regularly scheduled work shift. Upon notification, employees must report to their next full, regularly scheduled work shift

4. Employees are required to check in with their supervisor no less than once per week for the duration of their leave, as instructed by their department.

5. Employees are not permitted to work at another job with another employer, including approved collateral employment/business activity, during the hours the employee is regularly scheduled to work at the City of Long Beach. If the employee works during such hours, the employee will forfeit the administrative leave pay and is subject to disciplinary action up to and including termination. Employees with approved collateral employment/business activity are only permitted to work the collateral employment/business activity during non-City of Long Beach scheduled work hours in accordance with the approval.

6. Employees must continue to take any preapproved leave (Vacation, Personal/In-Lieu Holiday, Executive, banked time-off, etc.). Leave taken during a period of Administrative Leave will be counted toward the 30-day Administrative Leave period.
    A. Employees taking preapproved leave are not required to remain in a work-ready status during regularly scheduled work shifts (days/hours) or report to their next scheduled work shift if that work shift is on a preapproved leave day.

7. Employees on Administrative Leave may utilize accrued and available Sick/Sick Family Leave for qualifying injury/illness absences. Employees are required to follow their division's regular call-out procedure. Leave taken during a period of Administrative Leave will be counted toward the 30-day Administrative Leave period.

8. Department payroll/personnel staff will record and enter employee time while employees are on Administrative Leave. Supervisors will advise

department payroll/personnel staff of any preapproved leave and/or dates an employee has called out Sick/Sick Family Leave. Supervisors or a designee are required to approve the time to be entered. Upon an employee's return to work, employees may request a time dump for review and approval of how their time was entered.

I. Grievance Process

Employees may challenge being placed on summary suspension and/or unpaid leave versus paid administrative leave via their respective labor group's Memorandum of Understanding (MOU) grievance process, as applicable.

APPROVED:

Thomas B. Modica
City Manager

7/21/25
Date