

KNOX COUNTY SCHOOLS
ANDREW JOHNSON BUILDING

Bob Thomas, Superintendent



March 22, 2021

Alexander Cain
[REDACTED]

Dear Mr. Cain:

In accordance with Knox County Board of Education Policy Administrative Suspension, G-370, this memo is official notification that effective (March 22, 2021) you are being placed on Administrative Leave with Pay.

Sincerely,

A handwritten signature in cursive script, reading "Pat Mashburn".

Pat Mashburn
Human Resources Supervisor
Knox County Schools
594-1525

CC: Mr. Bob Thomas, Superintendent
Employee's Personnel File/HR

SR/t
4/12/21

**Knox County Schools
Administrative Leave Guidelines
Human Resources Department**

- I understand I am to surrender to school system administrators my school system security ID and all keys or prox cards I have in my possession that allow entrance to Knox County Board of Education property.

✓ Prox Card ✓ Keys
to JW to JW

Apple Equipment in class
[redacted]

- I understand that I am to surrender any equipment or electronics that I have in my possession that belongs to Knox County Board of Education. _____ Password _____

- I understand that I cannot be on any Knox County Board of Education property while I am on administrative leave. *Coach FB @ Fan HS; told him not to be on Fan Campus or any other Campus -*
- I understand that I cannot communicate with any students or any of the people in question who have made allegations against me or other employees about this matter.

- I understand that I am to be available to the Human Resources Department or the Superintendent's office during contract hours.
Employee's Contact# _____ Personal Email Address _____

- I understand that I cannot be employed elsewhere during my contract hours while I am on administrative leave.

- I understand that I am to leave Knox County Board of Education property immediately following being placed on leave and that I am responsible for the administrative leave guidelines.

- I understand that my KCS email account will be suspended during the time of my administrative leave/suspension.

- I understand and have been advised the possibility exists that KCS could receive media inquiries as to employees on leave. This information is public record and will be provided if a request is made.



Employee Signature

3-22-21

Date



Human Resources Supervisor

3-22-21

Date



Witness

C: Employee's Personnel File

5/12/21