



March 19, 2014

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Emergency Placement

In recent discussions with the management associations, the issue of placing non-bargaining employees in an off-duty status without pay on an emergency basis was discussed. The language relevant to this issue is outlined in Section 651.4 of the Employee and Labor Relations Manual (ELM). This section provides in pertinent part:

An employee may be placed in an off-duty nonpay status immediately but remains on the rolls when he or she (a) exhibits characteristics or impairment due to alcohol, drugs or other intoxicant, (b) fails to observe safety rules, (c) fails to obey a direct order, (d) provides reason to be deemed potentially injurious to self or others, or (e) disrupts day-to-day postal operations in any other way. Placement in an off-duty nonpay status is confirmed in writing, stating the reasons and advising the employee that the action is appealable. The employee should be returned to duty after the cause for nonpay status ceases unless individual circumstances warrant otherwise. Use of these emergency procedures does not preclude disciplinary action based on the same conduct.

Emergency placement in an off-duty status without pay is to be used in those instances where it is necessary to remove the employee from the premises immediately. This provision should not be utilized when it is more appropriate to use other corrective measures such as a normal suspension or indefinite suspension.

Where it is necessary to ensure that an employee does not have access to the work place for a period in excess of a few days, the employee may be placed on administrative leave. This is the appropriate measure to take in those situations where allegations of misconduct are being investigated and the nature of the misconduct makes it impractical to temporarily assign the employee to another work location. However, managers have the responsibility to periodically review the retention of an employee on administrative leave to ensure that continuation in this status is necessary. When additional options become available, such as having information available as a basis to place the employee on a regular or indefinite suspension, appropriate action should be initiated.

A handwritten signature in black ink, appearing to read "D. Tulino".

Doug A. Tulino