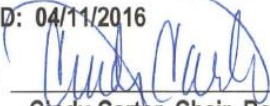
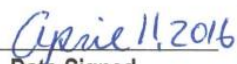


Grant County Personnel Policy

DATE ISSUED: 04/11/2016	EFFECTIVE DATE: 04/11/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	 Date Signed
LAST REVISED: 03/15/2016	CONTACT: Human Resources

1310 – Suspension Without Pay

Suspension without pay is an involuntary period of unpaid leave imposed for disciplinary reasons. Documentation of suspensions are to be signed by the employee and placed in the employee's personnel file. The number of days of suspension is dependent on the nature of the violation and the employee's record. In the case of Fair Labor Standards Act (FLSA) exempt employees, the suspension without pay shall not be less than one (1) week. Employees serving a suspension shall not be employable with any other County office, department or funded organization during the suspension. Written documentation of suspensions should generally follow the outline provided for written warnings with the addition of a statement that it is a "final warning" and that the employee will be discharged upon the occurrence of any other violation/infracton.