

STANDARD ADMINISTRATIVE PROCEDURE

32.02.02.M0.01 Suspension With Pay for Non-Faculty Employees

Approved January 4, 1999

Revised July 29, 2003

Revised August 20, 2010

Revised November 18, 2014

Revised August 4, 2020

Next scheduled review: August 4, 2025

Standard Administrative Procedure Statement

Texas A&M University may suspend with pay a non-faculty employee upon a finding that suspension is in the best interest of Texas A&M.

Reason for SAP

This SAP defines circumstances where suspensions with pay may be applicable and how to administer this action. This procedure defines the approving authority for granting suspension with pay.

Official Procedure

1. GENERAL/APPLICABILITY

1.1 This SAP applies to all non-faculty employees, including Graduate Assistants, but excludes wage employees or student employees as defined in University SAP 33.99.08.M0.01 *Student Employment*. Suspension with pay for faculty follows University Rule 12.01.99.M2 *University Statement on Academic Freedom, Responsibility, Tenure, and Promotion*.

1.2 Suspension with Pay is not intended as a disciplinary measure. It may be used as

part of the administrative response to allegations or reports of misconduct to protect the interests of Texas A&M in any of the following circumstances:

- 1.2.1 to conduct management review or investigation of a potential violation of a policy, regulation, or university rule;
- 1.2.2 to neutralize the potential for retaliation, damage to or loss of University property;
- 1.2.3 to stabilize the working environment;
- 1.2.4 to protect witnesses or the alleged wrong-doer during the course of an investigation or management review; and
- 1.2.5 to perform an analysis of a reported arrest or conviction of an employee (see System Regulation 33.99.14, *Criminal History Record Information-Employees and Applicants*)

2. PROCEDURES

- 2.1 Reports of suspected employee misconduct shall be reported to the appropriate Department Head or similar administrative title.
 - 2.1.1 The Director of Employee Relations or the Executive Director of Human Resources at TAMUG must review the request prior to an employee being placed on suspension with pay, or as soon as practicable thereafter.
 - 2.1.2 The Office of Graduate and Professional Studies must also be contacted when a graduate assistant is suspended with pay from the workplace under this procedure.
- 2.2 All notifications to the employee being placed on suspension with pay must be made in writing.
 - 2.2.1 Notification to the employee will include the reason for suspension with pay and the beginning and anticipated duration of the suspension with pay.
 - 2.2.2 Any extensions of suspension with pay must be made in writing to the employee.

3. APPROVAL OF SUSPENSION WITH PAY

- 3.1 The Department Head or equivalent title may approve suspension with pay for a period of five (5) working days or less.
- 3.2 The appropriate Vice President may approve suspension with pay for a period of thirty (30) working days or less. In any case where an employee has been suspended with pay by a Department Head and the suspension with pay is extended

by a Vice President, the combined number of days shall not exceed thirty (30) working days.

- 3.3 The President must approve suspensions with pay for any period longer than thirty (30) working days. Authority to approve suspension with pay for more than thirty (30) days may not be delegated by the President.

Related Statutes Policies and Regulations

[Policy 32.02: Discipline and Dismissal of Employees](#)

[Regulation 32.02.02: Discipline and Dismissal of Nonfaculty Employees](#)

[Regulation 33.99.14: Criminal History Record Information- Employees and Applicants](#)

Contact Office

For more information or clarification on this procedure, contact Employee Relations, (979)862-4027, or by email at employee-relations@tamu.edu. For TAMUG, contact TAMUG HR at (409) 740-4532 or hr@tamug.edu.

OFFICE OF RESPONSIBILITY: Employee Relations