

	Administrative Relief From Duty	
	Section No: 2.09	
	Category: Workplace Conduct and Compliance Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	Supersedes: former Section 24, Resolution 2009-176, effect date: 2/17/09	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Administrative Relief from Duty, also known as Official Leave, is paid leave with no benefit interruptions.

Policy

The purpose of this policy is to establish guidelines for placing an employee on Administrative Relief from Duty, also known as Official Leave, when it is determined to be in the best interest of the organization. Administrative Relief from Duty is a temporary, non-disciplinary measure used to allow management to assess workplace issues, conduct investigations, or address operational or safety concerns. It may also be implemented in emergency situations or other unusual circumstances as deemed appropriate. Placement on administrative relief from duty shall not, by itself, be considered adverse to the employee or reflect negatively on the employee's record.

The Human Resources Director has the authority to place an employee on administrative relief from duty when it is determined to be in the best interest of the City or the employee. In emergency situations or other unusual circumstances, the department head, may place an employee on administrative leave and then notify Human Resources

Administrative relief from duty shall be with pay, **with no benefit interruptions**. As an alternative to administrative relief from duty, a department head may, in consultation with Human Resources, temporarily reassign an employee to alternate duties.

When an employee is placed on administrative relief from duty, the department head **or Human Resources** shall document the action in writing as soon as reasonably practicable. The written notice shall include the reason for the relief and the anticipated duration. Copies of the notice shall be provided to the City Manager's Office and the Human Resources Director.

While on Administrative Relief from Duty, employees are required to:

- Remain available during normal working hours

- Respond promptly to communications or directives from management or Human Resources
- Comply with any instructions related to returning to work, attending meetings, or participating in investigations
- Refrain from performing work duties unless expressly authorized
- Adhere to all applicable workplace policies, including confidentiality requirements

Employees may also be restricted from entering work facilities, accessing systems, or contacting coworkers regarding work matters unless authorized by management or Human Resources.

Because administrative relief from duty is not a disciplinary or corrective action, it is not subject to formal appeal or review. Nothing in this policy, however, prohibits an employee from requesting a meeting with the City Manager or Human Resources Director to discuss matters related to the administrative relief from duty.

Depending on the circumstances, administrative relief from duty may result in the employee's return to regular duties or may lead to further action, including reassignment, suspension, demotion, or a recommendation for termination.

Consequences of Policy Violation

Failure to comply with or follow the parameters noted in the Administrative Relief From Duty policy may result in disciplinary action, up to and including termination of employment, consistent with the City's Corrective Action Policy.

Related Information or Procedures:

Human Resources shall notify the City Manager, or designee, when such action occurs, and notify the employee time keeper of the appropriate time code to use. **When on Administrative Relief from duty, the employee's time shall be coded as Official Leave (OF), which is a paid status.**

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its

employees. Furthermore, this statement constitutes only the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov