

SUMMARY SUSPENSION

Sec. 87. Pending an investigation by the appointing authority of accusations against an employee involving misappropriation of City property and/or City funds, drug addiction, brutality or cruelty to a person in custody, acts which would constitute a felony, or a misdemeanor involving moral turpitude, or substantiated, job-related, extraordinary conduct requiring immediate removal of the employee from the workplace; the appointing authority may impose a summary suspension for a period not to exceed 30 days. Any summary suspension may be terminated by the appointing authority by giving 48 hours notice in writing to the employee. The summary suspension period shall be used by the

appointing authority to expeditiously complete an administrative investigation of the incident and/or circumstances which caused the disciplinary action to be taken. If the appointing authority does not file charges against the employee on or before the expiration date of the summary suspension then the summary suspension shall be with pay. However, if charges are filed against the employee on or before the summary suspension is terminated, the effective date of the discipline may be made retroactive to any date on or after the date the employee was summarily suspended. Time served or salary lost under a summary suspension may be considered in any final penalty assessed against the employee.