

Paid Administrative Leave Guidelines - Staff

In accordance with NMSU Administrative Rules and Procedures Manual, you shall remain available for communication from NMSU, and otherwise be ready to report to work upon request.

These guidelines have been established in order to preserve the integrity of the investigative process. You are expected to observe the following guidelines:

- Refrain from conducting business on behalf of NMSU or in representing NMSU in any capacity;
- Provide current contact information (phone, e-mail, and address);
- Remain available by phone and/or e-mail during normal business hours (M-F, 8:00AM to 5:00 PM);
- Remain available to meet in-person and/or report for duty if required;
- Do not access your office without authorization from your department head; if access is required, please contact your immediate supervisor.
- Do not contact employees in your department or make contact with students in person or writing.

While on administrative leave you will continue to have access to all services and benefits currently afforded to you as an NMSU employee, including access to Human Resource Services and Employee Assistance Program. If you need to access your office, please contact your department head or HR, Employee and Labor Relations (ELR) at 575-646-2449 to make arrangements.

If you have questions in general, please contact HR, Employee & Labor Relations at 575-646-2449 or elr@nmsu.edu.

I acknowledge that the guidelines of administrative leave were discussed with me and that I have been provided a copy for my records.

Signature: _____ **Date:** _____ **Time:** _____

Print Name: _____

Copy: Office of People Relations