

**ARTICLE 7. CORRECTIVE ACTIONS**  
**RULE 702. ADMINISTRATIVE SUSPENSION**  
**& SPECIAL OBSERVATION**

**EFFECTIVE DATE: 05/04/98**  
**REVISED DATE:**

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**A. ADMINISTRATIVE SUSPENSION:** Non-disciplinary suspensions may be given to an employee with or without pay by the Division Head with approval of the Presiding Judge or designee under the following circumstances:

1. In cases where an employee is charged with a felony or other crime involving moral turpitude.
2. An employee may be suspended in cases where it is deemed to be in the best interest of the Court while an inquiry is being made into the conduct of the employee. Such cases may include, but are not limited to, matters involving alleged criminal activities as described in Rule 702(A)(1) above and serious breaches of non-job-related conduct.
3. An employee may be administratively suspended for up to thirty (30) working days. Extensions beyond thirty (30) days require further approval of the Presiding Judge.
4. Prior to being administratively suspended without pay as provided by these Rules, a regular employee against whom such action is proposed shall be provided with a pre-disciplinary review as provided for in Rule 703(D).
5. At the conclusion of the suspension, the employee shall be returned to work with or without back pay or advised of disciplinary or other action.
6. An employee who is subject to an administrative suspension without pay is entitled to a pre-disciplinary suspension as provided for under Rule 703(D); even though an administrative suspension without pay is non-disciplinary in nature.

**B. SPECIAL OBSERVATION PERIOD:**

1. An employee may be placed on a Special Observation Period for the purpose of closely monitoring the employee's performance or conduct during a specified period of time not less than thirty (30) nor more than one hundred eighty (180) calendar days. The purpose of the Special Observation Period is to officially advise the employee that the type of conduct or performance deemed unacceptable by the Division Head shall be closely monitored for a specific period of time. This need not be in conjunction with a disciplinary action.
2. The Notice of the Special Observation Period shall be provided to the employee in writing and shall specify the starting and ending dates of the Special Observation

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Period, the conduct involved, the purpose of the observation period, and expectations of the employee during and at completion of the period.

3. At the end of the Special Observation Period, the employee's supervisor or Division Head shall prepare a special Performance Evaluation Report detailing the employee's success or failure in completing the Special Observation Period.
4. Unsuccessful completion of the Special Observation Period or related or unrelated unacceptable performance or conduct during the Special Observation Period may result in disciplinary action.
5. In the event of continued substandard performance, marked degradation of performance or any unacceptable behavior, whether or not such behavior is the same or similar to that which contributed or led to the Special Observation Period, a Division Head may authorize early termination of the Special Observation Period and initiation of disciplinary action when the Division Head believes such action to be in the best interest of the Court.
6. The assignment of a Special Observation Period may not be grieved or appealed however, the employee may file a rebuttal in their master personnel record.