

JM TA 6/17/2025

EW  
JR RANES

**LETTER OF AGREEMENT – ADMINISTRATIVE LEAVE/DUTY STATIONED AT  
HOME INVESTIGATION COMMUNICATION**

~~During any investigation where an employee is on administrative leave or duty  
stationed at home, the agency shall provide a status update to the steward of  
record, every thirty (30) days. If there is no steward of record, the agency shall  
provide the status update to a Council 75 representative.~~

~~When an employee is placed on administrative leave or duty stationed at home, the  
agency shall have a discussion with the employee regarding agency  
communication. The employee and agency will decide, by mutual agreement, on  
the frequency and the designee for agency check-ins with the employee. The  
agency shall meet the mutually agreed upon commitment during the duration the  
employee is on administrative leave or duty stationed. **Either party** may request a  
change to that communication at any time.~~