Department of Administrative Services

Enterprise Human Resource Services

155 Cottage Street NE, U30

Salem, OR 97301

FAX: (503) 378-6879

Date

Name

Address

Dear\_\_\_\_\_\_\_\_\_\_\_\_,

As you are aware, you are the subject of an internal investigation. Effective today, (Date) you are being duty stationed at home with pay. Please understand that this measure is not intended to be punitive, as the agency has not yet gathered all of the necessary information to determine the accuracy of these allegations. We are duty stationing you simply out of an abundance of caution, in keeping with customary practice and to preserve the integrity of the investigation. This action will remain in effect until the investigation is completed and a determination regarding the allegation is made.

Your address on record is specified above and the telephone number on record in the Human Resources Office is (503)-xxx-xxxx. Please verify and advise HR if this telephone number and/or address is incorrect and provide the correct telephone number and/or address for the record if it is not.

While duty stationed at home you are expected to maintain your workload virtually, and be available via telephone and email. If there are barriers, or if issues arise that may impact your ability to maintain your workload and meet deliverables, please notify your manager immediately.

You are directed to:

* Be at home during your normally scheduled working hours; if the need arises to alter these hours or take leave time, please notify your manager.
* Be available to be contacted by your manager, designee or HR Business Partner during your scheduled working hours;
* Not have contact with staff, other than (names of contacts if allowed).
* In order to preserve the integrity of the investigation, you are not to discuss the investigation with any staff. Any question or concerns that you have must be directed to your HR Business Partner, your manager, or myself.
* Consistent with state policy, you are not to retaliate against any complainant, witness, or party to the investigation. It is important to avoid even the perception of retaliation.
* Staff have been and will continue to be interviewed for the investigation. Do not inquire about these interviews or the work time missed as a result.
* If a staff member attempts to engage you in a conversation about any allegations or the investigation, simply state that you are not at liberty to discuss the matter and direct them to your HR Business Partner or myself and immediately report the interaction the Business Partner or myself.
* You are expected to fully comply with the investigation, including being honest, truthful and forthcoming in your interviews.

Respectfully,

Human Resources Director

Agency Human Resources Office

Cc: Personnel File