Administrative Leave: A Key Piece of Solving the Puzzle

Presented by:
Dr. Tyrone Sylvester, Goose Creek CISD

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Dr. Tyrone Sylvester is the Human Resources Director for Secondary Schools in Goose Creek CISD. He has 15 years of human resources leadership in Texas public schools. In Goose Creek CISD, Dr. Sylvester provides human resource leadership in the areas of talent acquisition and employee relations for secondary campuses as well as substitutes, maintenance, and operations. He has fulfilled the experience, education, and human resource competencies and knowledge requirements to earn SHRM-SCP, SPHR, and pHCLE designations. Prior to serving in Goose Creek CISD, Dr. Sylvester served as a human resources director in Spring ISD and campus principal in Alief ISD.

He is currently a member of the Adjunct Faculty for the Lamar University Principal Certification Program and proudly serves on the Texas Association for School Personnel Administrators (TASPA) Executive Board as the District II Representative. Dr. Sylvester received his Bachelor of Music Education from Stephen F. Austin State University, Masters in Education from Prairie View A&M University, and his Doctorate in Organizational Leadership from Grand Canyon University. For his doctoral research, Dr. Sylvester completed a qualitative descriptive study of human capital management in nonurban Texas public schools.
Texas Title IX Administrator Conference

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Dr. Tyrone Sylvester, SPHR, SHRM-SCP, pHCLE
Human Resources Director
Goose Creek CISD
Investigations are a lot like puzzles...

- The more pieces to the puzzle, the more complex and difficult the process
- Puzzles require time, patience, and attention to details
- You can’t FORCE puzzle pieces and MAKE them fit…
  o (Integrity > Convenience)
- You don’t want to risk the possibility of someone scattering the puzzle pieces that you’re trying to assemble

Why do we put employees on administrative leave?

- Protects the employee
- Protects the integrity of the investigation

*The employee remaining at work could interfere with or disrupt the investigation. It could create an uncomfortable environment for all parties involved.*
Do we place them on administrative leave with pay or without pay?

In Goose Creek CISD, we always place employees on administrative leave with pay as advised by our counsel.

Administrative leave with pay is not required but I would advise you to seek guidance from your counsel regarding this process.

DFAA(LOCAL): Suspension/Termination During Contract

A probationary contract employee may be suspended with pay and placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension.

*Applies to term and continuing contracts
The employee receives written communication

- The written communication notifies the employee of being placed on leave pending an investigation because it has been alleged that they have violated the District’s standards of conduct – Board policy DH(LOCAL) and DH (EXHIBIT).

The employee receives written communication

- The written communication includes the following directives:
  - Do not contact or discuss the administrative leave with district personnel, students, or parents.
  - Must be available by phone during business hours. We’re paying them and we may have questions.
  - Must be available to come to work if called upon.
  - Do not come on any district property without appropriate approval. (But I have a student in the District and I need to pick them up)
**The employee receives written communication**

- Bring two copies of the letter to the conference:
  - The District keeps copy that is signed or initialed and dated by the employee to signify receipt of the letter.
  - Other copy goes to the employee for their records.

**Administrative Leave Conference**

- We handle administrative leave conferences face-to-face.
- Record or not to record?
- Make sure the employee understands the allegations so that they can respond appropriately in their written statement.
- Communicate the timeline for the employee to submit their statement.
- Do not commit to an investigation timeline. We don’t know how long it will take.
Scan the QR code to access an exemplar letter.

Questions?

Thank you!