

**Title:** **MANAGERS GUIDANCE - SUSPENSION PROCEDURE**

**Keywords:**

**1. Introduction**

* 1. This guide is intended to explain the suspension procedure, the roles and responsibilities of those involved, and the support mechanisms that are available. This guide should be read in conjunction with the [Suspension Procedure.](http://intranetsp.bournemouth.ac.uk/policy/Suspension%20Procedure.docx)

1. **When might suspension be appropriate?**

2.1 The decision to suspend will always be considered carefully and is rarely invoked, however, it may on occasion be considered necessary, as a precautionary measure, for one or more of the following reasons:

1. To protect the health, safety or welfare of anyone to whom the University owes a duty of care, for example, the individual concerned, another member of staff, a student, contracted worker etc.
2. To facilitate an investigation e.g. in connection with an allegation of gross misconduct or a criminal allegation.
3. When there has been a serious breakdown in the employment relationship.
4. When there are risks to the University’s property or property belonging to third party (such as another employee).
5. The person authorised to suspend has good reason to deem that suspension is required e.g. in order to preserve the University’s reputation or for some other substantial cause.
6. For health or medical reasons, to allow the University meet its obligations of duty of care of the member of staff until medical advice can be obtained.
   1. Alternative measures should be considered when deciding whether to suspend a member of staff. “Refraining from work”, may be considered necessary in order to allow a “cooling off” period, for example, following a serious argument.
7. **Who may invoke suspension?**

3.1 The decision to suspend a member of staff may only be taken by the Vice-Chancellor, Deputy Vice-Chancellor, a Pro Vice-Chancellor, Chief Operating Officer or the Director of Finance and Performance.

**4. What are the terms of suspension?**

4.1 Suspension does not constitute disciplinary action. A member of staff who is suspended shall receive written confirmation of the suspension, including reasons, and any terms or conditions applicable during suspension

4.2 A member of HR / an appropriate manager shall be designated as the “named contact” and shall maintain contact with the individual during the period of suspension. The individual may contact this person in addition to the decision maker (and nominated deputy).

4.3 The suspension shall be subject to a weekly review by the person who authorised the suspension, in consultation with relevant personnel (e.g. the named contact, investigating officer).

4.4 A period of suspension (or required limited absence) will be on full normal pay. Should an employee be certified as sick during this time, then payment according to normal sick payment provisions shall apply. A suspended employee who has pre-approved annual leave should inform their named contact of the details.

1. **What are alternative measures?**

4.1 In arriving at a decision as to whether to suspend, consideration should first be given to alternative measures, as below. Such measures will be subject to operational practicalities and reasonable with respect to the individual:

1. A period of paid leave, the details of which will be determined in consultation with the individual concerned
2. Temporary transfer to a different area of the University/ change of duties/ responsibilities
3. Working from home or at an “off-site” location

4.2 **“Refraining from Work”**

4.2.1 Should it become necessary that, as a matter of urgency, a member of staff is required to take a short period of absence from University premises, the line manager may issue an instruction that the employee should absent him/herself for a maximum period of two working days, on full pay.

3.2.2 The line manager must seek HR advice at the earliest opportunity and normally before such an instruction is issued. In making the decision to issue this instruction and stipulating any conditions connected with absence you must act reasonably.

3.2.3 This limited absence may be used in order to deal with a situation such as those described under section 2.

3.2.4 Please note that if the line manager intends to issue such an instruction to a Trade Union representative, HR advice must be sought before doing so.

3.2.5 The line manager may place limitations as to whom the employee may contact, however the University’s support services and trade union representative will continue to be available to the employee.

**5. Can an appeal take place?**

5.1 A member of staff may appeal against suspension at any time from the second working day following receipt of written confirmation of suspension.

5.2 The appeal should be in writing, state the reasons for appeal (with any supporting information) and be addressed to the Clerk to the University Board.

5.3 Please refer to [section 8](file://bournemouth.ac.uk/data/staff/IntraStore/Personnel/Private/Projects/Policies%20Working%20Group/Suspension/FINAL%20version%2011.6.15/Suspension%20Procedure%20FINAL.docx) of the Suspension Procedure for further details.