

Top ten tips when suspending an employee

1. If you think an employee needs to be suspended, check the Suspension section of the Managers' Disciplinary Guidelines to make sure there are sufficient grounds.
2. Discuss the case with your Advice & Support Team and get their advice.
3. Discuss the case with the senior operational manager e.g. Assistant Director and obtain authorisation.
4. Once a decision is made, implement the suspension as soon as possible.
5. Nominate a person for the suspended employee to contact, if they need to be in touch with the workplace.
6. Prepare the suspension letter and guidance notes for the employee and hand deliver them.
7. Explain to the employee that they must not come into work or make contact with anyone at work, apart from the named contact.
8. Collect any Council property from the employee when the suspension takes place e.g. security badge, uniform, laptop, mobile phone etc.
9. Begin the investigation as soon as possible and complete it as soon as you can. Remember that suspended employees are on full pay and are costing your service money.
10. Review the suspension at least monthly and let the employee know in writing that this is happening.