



## Policy: Employees Involved in Reports of Abuse, Neglect, Abandonment or Exploitation

**ChildNet Number: CN 009.021**  
**Original Approved Date: June 30, 2003**  
**Policy Revised Date(s): June 22, 2010**  
**Policy Sunset Date:**  
**COA Standard(s): RPM 2.01, 6.01**

### Statement of Policy:

ChildNet is dedicated to providing a work force free of abuse, neglect, abandonment, and exploitation consistent with all federal, state, and local laws.

Board Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11/30/10



## **Procedure: Employees Involved in Reports of Abuse, Neglect, Abandonment or Exploitation**

**ChildNet Number: CN 009.021**

**Original Approved Date: June 30, 2003**

**Procedure Revised Date(s): June 22, 2010, August 22, 2014, February 21, 2018**

**Procedure Sunset Date:**

**COA Standard(s): RPM 2.01, 6.01**

### **Definitions:**

**Administrative Leave:** Inactive paid employment.

### **Statement of Procedure:**

When a ChildNet employee or a member of his or her family or household is named in a report of abuse, neglect, abandonment or exploitation, appropriate steps are taken to promptly and impartially determine whether the employee's regularly assigned duties and security access should be adjusted.

1. The head of the Talent Management Department, ChildNet's Chief Legal Officer and the employee's Department determine the following pending the outcome of the investigation by the Children's Protective Investigative Service:
  - a. Whether or not the employee will be placed on administrative leave.
  - b. If there is a need to limit or remove security clearance to computer systems and building access.
2. If the team identified above determines that the employee will be placed on temporary suspension or administrative leave and that security clearance will be limited or removed:
  - a. The head of the Talent Management Department notifies and consults with the Chief Executive Officer for approval
  - b. The Data Security Officer or designated Department of Children and Families staff is notified to restrict statewide system access.
  - c. The Data Security Officer or designee is notified to restrict access to ChildNet's systems.
  - d. The employee will be informed



- e. Access to the ChildNet premises is restricted for the duration by ChildNet facilities staff.
  - f. Compensation of the employee during this period will be consistent with CN 009.077 Wage and Hour Policy.
3. The final decision regarding when or if an employee may return to assigned duties is made by the CEO or designee.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

02-27-18