|  |
| --- |
| **Employee Information** |
| Employee Name (Last, First, Middle Initial) | PERNR | Classification/Title |
|  |  |  |
| Supervisor:  | Hire Date:  | Department:  | Date of Suspension:  |
|  |  |  |  |
| **Union:** | [ ]  APSA | [ ]  APA | [ ]  CTU | [ ]  IATSE | [ ]  POAM | [ ]  SSTU | [ ]  1585 | [ ]  324 | [ ]  Non-Union |

|  |
| --- |
| **Reason for administrative leave:** |
|  |
| You will be available during working hours to participate in fact-finding meetings. You will be contacted at your address/telephone of record to schedule meetings and when the investigation has been completed. Please provide additional contact information: |
| Cell phone:  |  | Personal email address:  |  |
| Check all that apply: [ ]  Supervisor advised the employee that their Union/Association Representative may be present[ ]  Employee requested their Union/Association Representative to be present[ ]  Employee declined Union/Association presence [ ]  Union/Association representative was present |
| Name of any Union/Association Representative Present: |  |

|  |  |
| --- | --- |
| **Employee Resources** |  |
| **Program** | **Website** | **Phone** | **Email**  |
| Employee Assistance Program (EAP) | [eap.msu.edu](https://eap.msu.edu/) | 517-355-4506 | eap@msu.edu  |
| Resource Center for Persons with Disabilities (RCPD) | [rcpd.msu.edu](https://www.rcpd.msu.edu/) | 517-884-RCPD | WorkplaceAccommodations@hr.msu.edu |
| Leave Programs | [hr.msu.edu](https://hr.msu.edu/time-off-leave/) | 517-353-4434 | SolutionsCenter@hr.msu.edu  |
| Care and Intervention Liaison |  |  | lucase@msu.edu  |
| Misconduct Hotline | [ethicspoint.com](https://secure.ethicspoint.com/domain/media/en/gui/58826/index.html) | 800-763-0764 |  |
| Office of Institutional Equity | [civilrights.msu.edu](https://civilrights.msu.edu/response-and-investigations/index.html) |  |  |
| MSU WorkLife Office | [worklife.msu.edu](https://worklife.msu.edu/) | 517-353-1635 | worklife@msu.edu  |
| Health4U | [health4u.msu.edu](https://health4u.msu.edu/) |  |  |

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