

## Home Assignment

Q: What is Home Assignment?

A: An employee is informed that he or she should remain at home and not report to work.

Q: Why is an employee placed on Home Assignment?

A: The employer has received a complaint about the employee.

Q: Does the complain assume the employee is guilty or will lose his or her job?

A: No.

Q: What happens during Home Assignment?

A: The employer conducts an investigation about the complaint?

Q: How long does the investigation take place?

A: Generally, the investigation will take less than one week. In some cases, the investigation and resolution may take several weeks.

Q: Is the employee paid during the Home Assignment?

A: Yes.

Q: What should you do if you are placed on Home Assignment?

A: Contact your site Representative and the SMMCTA office immediately?

Q: What will your Association do if you are placed on Home Assignment?

A: We will ask the district to expedite the investigation and make sure you are properly represented and your rights upheld throughout the process.