

San Dieguito

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

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Human Resources Division
Torrie Norton, Associate Superintendent
Fax (760) 943-3505

February 19, 2016

Marc Sandknop

RE: **Administrative Leave with Pay**

Dear Mr. Sandknop:

The San Dieguito Union High School District is currently investigating serious allegations of misconduct. During this investigation period you will be placed on paid administrative leave beginning today, February 19, 2016 until further notification from the District. Please be advised that this placement on paid administrative leave is not an indication of wrongdoing, nor is it discipline. Further, because you are in paid status, you are subject to reasonable direction from the District during this period.

While in paid administrative leave status, you must do all of the following:

1. Remain available to be contacted by the District during your regular work day via a telephone number provided to the District, and return any telephone message left at that phone number by or on behalf of a District administrator within two business hours of the time the message was left;
2. Remain available to report to your regular assignment or to the District Office upon four hours' notice, when requested to do so;
3. Otherwise comply with any rules, regulations, or directives that were in effect concerning your employment at the time that you began paid administrative leave status; and
4. Refrain from contacting students of the District during such leave, without authorization from the Associate Superintendent of Human Resources.

If you will be unavailable to work or to comply with the directives set forth above during any part of the paid administrative leave, you may use accrued leaves, if any, that are available to you and appropriate under the collective bargaining agreement or District policy, but you must comply with the applicable procedures for requesting and using such leave. Employees on paid administrative leave who do not comply with the above directives within the specified time periods, will be deemed "absent without leave" during the pertinent time period.

The telephone number you have provided to the District is . If you wish to use a different or additional telephone number for purposes of keeping in contact with the District during this period of paid administrative leave, you must provide that telephone number to the undersigned upon receipt of this letter.

During this paid administrative leave, you are not to enter any District property. You are directed to immediately surrender any keys to Cara Dolnik, Principal, Carmel Valley Middle School.

If you have any questions concerning this matter, please contact Torrie Norton, Associate Superintendent of Human Resources for further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Torrie Norton".

Torrie Norton
Associate Superintendent
Human Resources

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