

CALIFORNIA CONSERVATION CORPS**Administrative Services Division**

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**MEMORANDUM**

TO: Nathan Finnell
Conservationist I

FROM: Lynetta Moses, Chief
Human Resources Branch *Lynetta Moses*

DATE: March 8, 2016

SUBJECT: Placement on Paid Administrative Leave

This is to notify you that you are being placed on paid administrative leave effective the beginning of business, Wednesday, March 8, 2016, through Monday, April 7, 2016, pending completion of an internal investigation that you may have violated State and/or Departmental policies. You will be given written notification, 48 hours in advance, should the above identified leave period be discontinued or extended beyond April 7, 2016.

During the administrative leave period you are restricted from visiting any California Conservation Corps (CCC) facility, any centers or satellites without my written consent.

Because of the extended leave period, please make arrangements with Conservation Supervisor Enrique Rios to turn in all keys and any and all state property you have in your possession.

You are required to be available by telephone during your normal work hours, Monday through Thursday 6:30 a.m. to 5:00 p.m. every workday. Please provide Mr. Rios with a contact number where you can be reached during this time.

If you have any questions or have a need to contact the department, you may call me at (916) 341-3222.

cc: Enrique Rios, Conservation Supervisor
Marie-Mijares, Greenwood District Director
Virginia Clark, Region I Regional Deputy
Kevin Sperry, Personnel Analyst
Valarie Norris, Personnel Specialist