

Preparing the employee for an investigatory interview¹

Roles in the Process

Labor Relations: Management designee responsible for conducting investigatory interview.

Employees Association Steward: The union may not ask direct questions during an investigatory interview. Our role is to observe the process and ensure that the employee in which we represent is treated fairly and equitably. We have the right to be able to ask for a caucus to confer with the employee during the interview process.

Employee: The employee is required to respond to all questions posed to them during the investigatory interview. The employee is required to cooperate in all aspects of the inquiry with the district. The employee may also be asked to locate, prepare and assist in the preparation of documents relevant to their issue. If the employee is asked a question during the investigatory interview process that they are unclear about, they may ask the interviewee to clarify the question prior to answering. If the employee wishes, they may also request a caucus to discuss the questions and/or response with their EA Steward.

Interview Process

The investigatory interview is extremely important because this is the employee's opportunity to get their version of the story into the record. Keep your responses to the question direct and to the point. The statements made during the investigatory interview will be difficult to back away from if the information and/or your response are false or untrue.

The employee must tell the truth, even if in telling the truth you are faced with the potential or imposed consequences. If you feel that by telling the truth there may be consequences please discuss those with your EA Steward immediately.

The information contained in this document has been reviewed with me by the Employees Association. I acknowledge receipt of this document and will adhere to the instructions provided.

Employee Signature

Date

Witnessed by:

Witness Signature

Date

¹ This document was prepared by Kimberley Linser, Vice President of Grievances for the Employees Association
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