

ROLE OF EMPLOYEE RELATIONS UNIT AND DEPARTMENT IN DISCIPLINARY ACTIONS

DATE: 2007

- 1) Department discusses general discipline with Employee Relations.
- 2) Employee Relations sends appropriate template based on general information with Education Code description sections.
- 3) Department submits to Employee Relations, in soft copy (not PDF), the following draft packet:
 - a) Proposed discipline Letter as per template with signature page,
 - b) Prior disciplines, and
 - c) All documentation (including investigating summaries) used to help make discipline decision:
 - i. Any report and/or summaries must be screened for grammar, punctuation, and proper English.
 - ii. None-OEO investigations will be conducted by department management, unless other arrangements are mutually agreed to.
- 4) Employee Relations review and/or edits for appropriateness, justifications, and accuracy. Employee Relations assigns Skelly Officer and verifies prior disciplines are in personnel file.
- 5) Employee Relations sends redraft to department for approval.
- 6) Department submits approval to Employee Relations via e-mail.
- 7) Employee Relations submits soft packet to General Counsel.
- 8) Employee Relations notifies department of readiness for dissemination.
- 9) Department copies and mails, as per CBA, entire packet to employee, the union, as appropriate, Skelly Officer and Employee Relations department.
- 10) Employee Relations monitors Skelly Officer's timely completion and monitor correspondence to President's office.

ROLE OF EMPLOYEE RELATIONS UNIT AND DEPARTMENT IN DISCIPLINARY ACTIONS, continued

Tips for Effective Investigations

- Ask open-ended questions; be consistent on questions for all witnesses
- Gather as much information and details as possible
- Be clear on what the issue(s) are
- Identify all potential witnesses
- Identify and review all relevant exhibits, documents, attachments, etc...
- Provide representation, as appropriate (non-university personnel may be a representative)
- Contact respondent when appropriate, and ensure procedural due process per CBA, university policy
- Reports and/or summaries should be professionally done (correct grammar, punctuation, and proper English), (A third party, unfamiliar with the situation, must be able to understand and follow the storey line.)