

INVESTIGATORY MEETINGS:

Steward Instructions

SkillBrief

- Contact the boss and find out the subject matter of the meeting. (This happens in an informal meeting.)
- Contact worker and request time to meet with worker on State time (M.O.U. Article 2.6 and 2.7) to find out what they know about the issue.
- Contact URC with information and get advice as to how to handle.
- Request time off (State time) per M.O.U. (Article 2.6 and 2.7) for all meetings with the worker.
- You have the right to speak, and otherwise advise the worker, during the meeting.
- You have the right to object to repetitious or harassing questions.
- Take detailed notes.
- Advise the employee to answer, if possible, with a yes, no, I don't know, I don't recall or I'll have to check on this and get back to you.
 - Steward should not provide more info than needed to answer the question truthfully.
 - The employee can ask, if they think of something else later, how they would like that info delivered.
- If the meeting is recorded, ask that a copy of the tape be provided within 24 hours. Since it is possible that the Investigator will not provide you with a copy of the tape, it is always recommended that you request to do your own recoding.
- Ask when they expect to complete the investigation.
- Meet with worker after meeting to compare and draft final notes from the meeting.
 - Ask for State time off for all meetings with the worker (M.O.U. Article 2.6 and 2.7)
- Provide an update to the URC staff assigned immediately after the meeting.
- Inform employee of next steps needed or expected from both the employer and SEIU Local 1000.