

INVESTIGATORY MEETINGS:

Employee Instructions

SkillBrief

- Always ask for representation “If this discussion/meeting could in any way lead to my being disciplined, terminated, or cause an effect on my personal working conditions, I respectfully request that my Union Representative be present at this time”.
- You are entitled to State paid time off for the Investigatory meeting even if you were notified a Representative may attend.
- Do not refuse to attend the meeting.
- Do not leave the meeting until it is over.
- Take notes.
- Answer questions honestly, and if appropriate to the question, with:
 - yes,
 - no,
 - I do not know,
 - I do not recall or
 - I’ll have to check on that and get back to you.
- If the meeting is recorded, ask for copies of the tape to be provided within 24 hours.
- You have the right to request to record the meeting with your own recording device (Should management refuse to allow you Representation, request to record management’s denial of your right to Representation. You may not record the meeting secretly, and if management refuses to allow you to record and directs the meeting to proceed, you must continue the meeting.)
- Ask for a date when they expect to complete the investigation.
- Contact SEIU Local 1000 steward or staff person immediately after the meeting.
- Ask for State time off pursuant to the M.O.U. (Article 2.7) for all future meetings with Union Stewards and/or staff.