

INCIDENTS (PFT)

ALLEGATIONS

From Administrator, parents, students, staff, etc...

INVESTIGATION

Who, what, where... Have witnesses provide written statements with specifics. Ask clarifying questions (not leading). **Date and Signature** must be included on all witness statements. Evidence may include: videos, surveillance cameras, cell phones, nurses report, incident reports, emails, photographs, physical evidence (ruler, pointer, rope, etc...)

INVESTIGATORY CONFERENCE NOTICE

Employees must be provided a conference notice at least **24** hours in advance. The employee is entitled to union representation and the employee **must notified** the union of the conference.

INVESTIGATORY CONFERENCE

Employee has opportunity to respond to allegations. Gather information; ask questions and take notes with specific details. Determination made after conference and put in writing.

SEH 204

Summarize what the employee and/or union representative stated at the conference. The summary must include the details of the incident along with a conclusion and recommendations (including a warning). Include directives and deadlines if necessary.

UNFOUNDED

Summary stating what occurred and the incident was unfounded (or inconclusive).

SEH 204 CONFERENCE NOTICE

Employees must be provided a conference notice at least **24** hours in advance. The employee is entitled to union representation and the employee **must notified** the union of the conference.

SEH 204 CONFERENCE SUMMARY

Summarize what the employee and/or union representative stated at the 204 conference. The summary must include the details of the incident along with a conclusion and recommendations (including a warning). Forward ALL documentation to 2nd Level Conference.

HEARING REQUEST

If recommending a suspension or dismissal, forward all documents with recommendations and a cover letter requesting a hearing to your Labor Relations Officer.