

## **Guidelines for Writing a Pre-Disciplinary (Investigatory) Meeting Notice**

Prior to issuing discipline at the College, it is necessary for a Supervisor to interview an employee who may be potentially disciplined to get his/her side of the story. Please see “**Discipline Guidelines**” on the Supervisor Information area of the HR website for more information on the process. The purpose of this notice is to inform an employee that you need to meet with him/her to discuss the incident (or ongoing performance concern) that may lead to his/her formal discipline.

**The first paragraph should explain the purpose and reason of the meeting and should include the following information:**

1. The date, time and place of the meeting
2. The reported or observed incident that may result in discipline
3. How this incident violates or is in conflict with any of the following:
  - a. Board policy
  - b. Divisional/Departmental policies
  - c. The Collective Bargaining Agreement
  - d. Their job description
  - e. Earlier discipline, coaching or instructions by you to the employee
  - f. Work rules
  - g. Any other applicable guideline
4. When and how these rules have been communicated in the past

**The second paragraph needs to include the following notices:**

1. The information in the above paragraph is a summary of what is known to date.
2. This meeting is a fact finding meeting, to give the employee a chance to share “their side of the story”.
3. This meeting may result in further investigation and/or interviewing of others to gain more pertinent information.
4. Who else will be present at the meeting. For example, a Human Resources representative or the next level manager.
5. Since this is a pre-disciplinary hearing, they have the right to union representation (their Union president should be copied on this letter).
6. Any other provisions from the applicable Collective Bargaining Agreement, for example, the Faculty CBA gives employees 10 days after the initial meeting to request a hearing to respond.

**Please see the sample provided on the next page. You may use the sample as a template and make changes applicable to your situation.**

***Mott Community College – Registration Department  
Confidential Memorandum***

**To:** Mary Register  
**From:** Karen Cashmoney  
**Date:** March 4, 2004  
**Re:** Pre-Disciplinary Hearing

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I have scheduled a pre-disciplinary hearing in the Human Resources Conference Room (CM1020) on March 8, 2004 to discuss a recent complaint I received from a student regarding poor and inappropriate service you provided. In this complaint, the student explained that you would not help her register for her classes, called her a degrading name, and finally, walked away from her saying “you are beyond help, figure it out yourself.” If true, this behavior is extremely troubling since the primary purpose of your job as a Registration Clerk is to provide high quality customer service to students. This alleged behavior violates many work rules and policies of the College, specifically:

1. Board Policy XYZ, which states “students, as our customers are highly valued and must be treated with respect and given high quality service...”
2. Your job description has a common theme of customer service throughout it. For example, in the purpose statement of your job description, it states “this position exists to provide high quality customer service to ensure the student’s experience through the Registration Department at the College is extraordinary, contributing to the retention of that student.”
3. I have coached you on customer service in the past, most recently on December 19, when I wrote in an email to you “per our discussion today, students should be your first priority, above any task on your to do list.”

The purpose of the meeting on March 8 is to ask you specific questions related to this incident and to let you explain your recollection of the events. The information provided by you may result in further investigation, including additional interviews of you and/or other witnesses.

Besides myself, Will Hiring from Human Resources will be present at the meeting. Since this fact finding meeting may result in disciplinary action, you have a right to Union representation at the meeting. It is your responsibility to arrange for a Union representative to be present. As a courtesy, I have provided your Union with a copy of this memo.

**CC:** Union President  
Human Resources  
Next Level Manager, if appropriate