



Human Resource Services Supervisor Workshop

The Importance of a Solid Foundation: *Investigating Employee Misconduct*

- I. Discipline and Discharge Overview.*
 - Progressive Discipline: What is it?*
 - Build Good Foundations Upon Which to Build a Discipline Case.*
 - Just Cause Checklist.*
- II. The Foundation for Disciplinary Decisions: The Investigation.*
 - A Thorough Investigation is Critical.*
 - Preliminary Steps and Considerations.*
 - Conducting Interviews.*
 - Hearing The Accused Employee's Story: Rights At Investigatory Interviews.*
 - Do Not Overlook All Sources of Evidence.*
 - Assessing Credibility.*
 - Thoroughly Consider All Other Discipline Cases.*
 - Documentation: The Infamous "D" Word.*
 - Pointers Concerning Disciplinary Conference to Deliver Discipline.*

The Evergreen State College

November 6, 2009

8:30AM to 12:30PM

Seminar 2 A1105

Presented by

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