

# VSEA: INVESTIGATION MEETING FORM

Date of Investigation Meeting: \_\_\_\_\_ Date of "Welcome" Letter: \_\_\_\_\_  
Steward Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Investigator Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*The Steward and the affected employee should meet before the meeting to discuss and prepare. Investigatory meetings are for management to meet with an employee to obtain information regarding allegations or suspicions about an employee and as a result the employee may ultimately be disciplined. The Steward can help with the employee's explanation; keep them calm and collected; raise extenuating circumstances; advise an employee against denying everything and giving the appearance of dishonesty or guilt; help prevent an employee from making false admissions and encourage them to tell the truth; and serve as a witness to prevent supervisors from giving a false account of the conversation at a later date.*

**Was the investigation audio or video recorded?**

**What are the specific reasons cited for the investigation?**

**Was there progressive discipline before this investigation? If so, what?**

**Was another state employee named in this investigation? Or is the investigation about another state employee?**

**Notes from the Investigation Meeting (*attach additional sheets as needed*)** \_\_\_\_\_

**Approximate Date for Investigation Completion:**

**How will employee be notified of Investigation Results?**

*Send a copy of this form and a copy of the "Welcome to Investigation" letter to your Union Rep. Keep a copy of both for your own records. Send to Union Rep. by scan & email; fax to 802-223-4035; or mail to VSEA, 155 State Street, Montpelier, VT 05601.*