

## CCSD#1 Human Resource Investigation Process

- First and foremost always refer to the CCSD#1 Policies and School Handbook
- When there is a Safety issue please call HR immediately if there are any questions!
- When dealing with an employee's performance, please refer to our McGrath Training and remember to document, document, document and date.

### PURPOSE

To present an overview of the importance and benefits of, and key elements in, conducting an impartial and prompt workplace investigation.

### PROCESS

No matter how hard an employer tries to treat all employees in a fair manner, chances are a time will come when a staff member will react to an employment decision negatively and perceive that he or she was treated unjustly.

#### Advantages

Taking the time to conduct even a short and informal investigation offers several benefits to the employer.

- **Self-monitoring** ensures that principals, supervisors and employees are complying with employment laws, and company policies and guidelines.
- **Avoids embarrassment** by minimizing the risk of disciplining or terminating an employee for something he or she didn't do (things are not always as they seem).

### Informal vs. Formal Investigation

Not all investigations require a formal and comprehensive approach. Sometimes an informal and relatively quick inquiry provides all the information needed to reach a conclusion and resolution.

The initial meeting should be with the complaining employee and all the issues and facts should be identified including **who** was involved and **what, when, why, where and how** the incident happened. This information should assist in determining whether a formal investigation is necessary. Usually, an informal approach will usually result in resolution if the matter contains:

- School/District Policies
- Concerns lack of communication between complaining employee and his supervisor
- Needs no other facts to resolve the issue

- Requires no other resources for impartial and timely resolution
- Is amenable to informal resolution.

An event that is subject to an informal investigation should be handled just as seriously and expeditiously as a more serious matter. It is here that the employer can prevent an issue from playing itself out in a larger arena.

**Additional investigation of a more formal nature may be necessary if the following criteria apply:**

- Additional facts are needed
- Employee is unable to supply the investigator with those facts
- Others need to be interviewed
- Documents need to be reviewed
- Special expertise is required to get in-depth data and analysis

### **Planning the Investigation:**

It is important to take the time to lay out as many details as possible prior to interviewing your employee. Things to think about:

- What district policies/ handbook policies apply to this situation?
- What is our obligation?
- How have similar incidents been handled in the past?
- Who will be interviewed and in what order?
- What questions will be asked?
- Does the potential for violence exist?

### **Interviews**

- Reason for investigation
- Role of the interviewee in the inquiry
- How information will be used
- Assure them that no conclusion has been reached
- No reprisal will be taken for coming forth with information
- Keep all discussions confidential
- Question whether or not anyone else has possible relevant information
- Establish comfort level
- Identify all issues
- Gather all facts

**As your Human Resource Director, I am always here to assist in any way I can. Let's make CCSD#1 the best place to learn and work!**

