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| State of WisconsinDepartment of Administration Division of Personnel ManagementDOA-15807-E (R12/2023)§ 230.34 & § 111.80, Wis. Stats. |  | CASE NUMBER (If applicable): **[Case Number]** |
| EMPLOYEE INVESTIGATION REPORTSPRE-DISCIPLINARY MEETING |
| **INSTRUCTIONS:** | Document the content of the pre-disciplinary meeting and any exhibits provided.  |
| SUBJECT OF INVESTIGATION (Last Name, First Name, M.I.)[Last Name, First Name, M.I.] | JOB TITLE OR CLASSIFICATION[Classification] | INCIDENT DATE(s):[Incident Date(s)] |
| **PRE-DISCIPLINARY**  |
| INTERVIEW DATEInterview Date | TIMEInterview Time | EMPLOYEE REPRESENTATIVE PRESENT (Last Name, First Name)Last Name, First Name | MANAGEMENT REPRESENTATIVE NAMES (Last Name, First Name)Last Name, First Name |
| BEGIN THE MEETING BY REVIEWING THE FOLLOWING WITH THE EMPLOYEE: * (IF NO REP PRESENT) Remind the subject the pre-disciplinary notice included the right to have a representative; since one is not present, you assume they would like to proceed without one and note it in the REPRESENTATIVE PRESENT box above.
* As appropriate state either:
	+ These proceeding will be recorded. You are entitled to receive a copy of the recording made during the meeting. OR
	+ These proceedings are not to be recorded. If it is found you have recorded this meeting, you will be in violation of work rule 11, which prohibits unauthorized recording.
* Ask if there are any questions about these guidelines before beginning.
* Inform the employee of management’s assessment of the essential facts which resulted in the finding a work rule violation occurred.
* Ask the employee if there any mitigating factors to consider?
* For potential criminal investigations – review the previously completed form DOA-15807-G – Investigations Involving Criminal Matters (Garrity / Oddsen Warning)
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| **EMPLOYEE RESPONSE** |
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| CLOSE THE MEETING BY REVIEWING THE FOLLOWING WITH THE EMPLOYEE: * State the meeting is concluded and retaliation against witnesses who participated, or believed to have participated, in this investigation is prohibited and subject to discipline.
* State the State of Wisconsin provides an Employee Assistance Program. Provide vendor web address, the phone number, or provide a brochure.
* Inform the employee they will be notified after the information is reviewed and a final decision is made.
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