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| State of Wisconsin  Department of Administration  Division of Personnel Management  DOA-15807-E (R12/2023)  § 230.34 & § 111.80, Wis. Stats. | | | |  | | | CASE NUMBER (If applicable):  **[Case Number]** | |
| EMPLOYEE INVESTIGATION REPORTS  PRE-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 DATE  Interview Date | | TIME  Interview 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) | | | | | | | | |
| **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. | | | | | | | | |