

STEWARD'S ROLE DURING THE EMPLOYER'S INVESTIGATION

2. BE AN ADVOCATE FOR THE EMPLOYEE DURING THE INVESTIGATION

- Write down the time the investigation began and ended making note of any breaks taken and the lengths of the breaks.

- Ask for clarification when words, accusations or statements seem unclear, or misunderstood.

- Call for a caucus if the employee seems confused or if the investigation appears to be getting out of hand.

- Write down the question word for word (ask for a copy of the employer's questions if they are already printed out).

- Write down the employee's complete answer. Do not let the employer go on to the next question until you are ready.

- Don't allow the employer to go on a "fishing trip."

(Note: Include copies of all investigation notes in the grievance file. Even if the notes are eventually typed up, the original notes are necessary.)