

### 3.1 Appearance Before the District

#### a. Investigatory Meetings

When an administrator has an investigatory meeting with an employee that could result in subsequent discipline for the employee, the employee may have a representative present. **The employee and ESSA President will be notified when an investigation is initiated. The District will also notify other parties identified by the ESSA President, but limited to the UniServ Director and ESSA Rights Chair. The written notice will include the reason for the investigation. The confidentiality of the employee throughout the investigation will be protected.**

The representative for investigatory meetings may confer with the employee before and after the interview and may clarify the questions or statements of the District for the employee's benefit during the interview.

**The investigatory meeting is an opportunity for the employee and supervisor to discuss the concerns outlined in the written notice of the meeting. The employee will have an opportunity to respond to the complaint and submit any documentation related to the complaint. If necessary, the employee will be afforded reasonable time to provide any documentation necessary after the investigatory meeting and before conclusion of the investigation.**

No discipline may be imposed during an investigatory meeting.

#### b. Suspension

Suspension with pay may occur at the discretion of the District for the purpose of conducting an investigation. Such suspension shall not constitute a disciplinary action and shall not waive any rights or protection of the Agreement. In cases of suspensions with pay the investigatory meeting will be held within a reasonable time frame not to exceed five (5) work days.

#### c. Discipline


1. An employee may at his/her request have a representative officially designated by the ESSA present when he/she is being disciplined for any infraction of rules or delinquency in professional performance. The employee must be apprised of his/her right to request the presence of an ESSA representative. When a request for representation in the above circumstance is made, no action shall be taken for twenty-four (24) hours with respect to the employee without the presence of an ESSA representative. Whenever possible the meeting will be held


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within three (3) work days of the request by the employee.

2. Documentation confirming oral conversations is not to be considered discipline.

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