

Appendix 18 – E

Note: *These guidelines may be provided to University employees or non-university employees who are serving as a representative for an employee at a pre-disciplinary or investigatory meeting. Different rules/standards govern the conduct of a representative at a grievance hearing.*

Employee Representative Guidelines

You have been chosen to act as a representative for an employee during an investigatory or pre-disciplinary meeting.

Prior to the meeting, you have the ability to meet with the employee for a reasonable amount of time to prepare for the meeting.

During the meeting, your role is to:

1. Act as a witness to the meeting
2. Take notes
3. Obtain clarification of questions that are unclear.

During the meeting you **may not**:

1. Answer questions for the employee
2. Interfere with or obstruct the meeting in any way.

If management perceives that you are violating these principles, you may be provided with one warning. If the behavior continues, management will end the meeting and make a decision on the disciplinary action based on the information currently available.