

# What to do if the employer sends you a letter about discipline

Article 23 of the Collective Agreement, Termination of Employment and Discipline, contains the process the Board must follow if it believes it has reason to discipline you. The first step in this process is to call an investigatory meeting. This column:

- Explains what an investigatory meeting is
- Outlines what you can expect if the Board decides to discipline you
- Tells you what to do if you receive notice of an investigatory or disciplinary meeting



## What is an investigatory meeting?

An investigatory meeting is called by the employer to question an employee implicated in a matter that could result in discipline. If the employer calls a disciplinary meeting it likely means that the employer is sure of the evidence and calls the meeting to institute discipline. However, if the employer calls for an investigatory meeting first, it generally means that the employer wants to confirm or gather more evidence before deciding whether or not to proceed with discipline.

## How is the investigatory meeting called?

The employer sends a letter to the CEU office and the member being investigated. The employer must give 24 hours notice to the union and the member before the meeting can be held. The letter must:

- Outline the purpose of the meeting and the matter under investigation
- State that a member has a right to union representation at the meeting

## What should I do if I get an investigatory or discipli-

## nary letter?

Immediately contact your shop steward. The union or shop steward will contact the employer to determine the nature of the inquiry the employer is proceeding with as the employer is always vague about the alleged offense in the letter. You are entitled to all statements or evidence relied upon by the Board in calling the meeting. A union representative and/or shop steward will meet with you before the meeting.

## What happens at the meeting?

Your manager and the HR Advisor responsible for your work area will represent the Board at the meeting. One or both of them will ask you questions as part of their investigation. Your union representative will restrict the employer's questions to only those allegations raised in the investigatory letter. Your union representative and you will have an opportunity to ask questions and/or make a statement.

## Will I know the outcome before the meeting is over?

No. A day or so later, the employer will:

- Reconvene the meeting with another notice to implement discipline, or
- Inform you that there will be no discipline

If the Board decides not to discipline you, the union will make sure that no information on the matter appears in your personnel file. If, on the other hand, the Board decides to discipline you following the investigatory meeting, the CEU will likely file a grievance.