EMPLOYEE NOTICE CONCERNING INVESTIGATION

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee Name)

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer Representative)

Re: Disciplinary Investigation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_

Persons Present:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are being interviewed as part of a personnel investigation by \_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission. The investigation pertains to information that has come to the Road Commission’s attention that: [Insert description of dates and events investigated] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this notice is to inform you of your rights and obligations in advance of the commencement of questioning, as follows:

You are directed and ordered to answer all questions and answer them truthfully. You are not required, as a condition of your employment with the Road Commission, to surrender your right against use in a criminal prosecution of any statements obtained from you by the Road Commission. You are hereby notified, however, that failure to answer questions related to this administrative investigation (including on grounds of the constitutional privilege against self-incrimination), and/or failure to be truthful in your responses, will be considered insubordination and will result in disciplinary action against you, up to and including termination from employment.

This interview is an opportunity for you to present pertinent information to the employer that will assist the employer in its evaluation and assessment of the incident. Failure by you to participate and fully cooperate in the interview will force the employer to evaluate and assess this incident from the information and data developed solely through other sources. Further, you are advised that you are free to request clarification of questions you do not understand.

If you are represented by a Union, you also have the right to have a Union representative, who is not involved in the investigation, present with you during your interview.

Please sign below to attest to your understanding of your rights and obligations as set forth above.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Representative