

Bring a notepad, pen, Local Contract/National Contract, and a copy of the Checklist and meeting notes form.

Explain the Investigatory Process to the Union Member before starting!
Please use both your notepad, checklist and forms to document the following information

Name of Union Member:	Date of Hire:	
Contact Number:	Email:	
L20 Bargaining Unit: CLS/MLT HH GC/GCC OD/OA Shift:		
Meeting Date/Time:	Meeting Location:	

LABOR CAUCUS- PREPARING THE MEMBER BEFORE MEETING

MEET WITH THE EMPLOYEE BEFORE THE MANAGER BEGINS QUESTIONING THE EMPLOYEE.

- Coordinate time to meet with the Member (~30 avg minutes for initial meeting, ~15 if continuation meeting/member who has participated in IRCA in past)
- **Introduce** self
- Member Understanding: Does the member understand why they are being called?
- **Get member's side/version** of incident (who, what, where, when, why)
- Review Member History: Does the Member have any active (within 1 year IRCAs)/Is
 the IRCA connected to the issue (attendance vs. lab error = different issues)
- Reminders to the member
 - Do not volunteer information
 - Keep answers short
 - Tell the truth!
 - Remind the member that they have the right to Caucus with Steward/Rep during

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LABOR CAUCUS NOTES			
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Nan	ne of Union Member:	DOH:
Меє	eting Date/Time:	_ Meeting Location:
LA	ABOR CAUCUS continued	
LAI	BOR CAUCUS NOTES	
IRC	CA MEETING CHECKLIST & G	UIDELINES
0000	Ask to be informed of the purpose of the national life in the supervisor to clarify any question. Stop the supervisor from misleading, hara Request a caucus during a meeting if you the member.	stion BEFORE the member responds. that the member does not understand. ssing, or abusing the member.
	Request that the meeting continue at anot requires additional investigation or prepara Offer advice to the member on how to ansonly.	ation.

Confidential – Internal to ESC L20 only
Please attach all Meeting Notes to this Document



IRCA MEETING OVERVIEW

Name of Union Member:	Date of Hire:
Meeting Date/Time:	Meeting Location:
MANAGEMENT ATTENDEES:	
Name:	Title:
Name:	Title:
UNION ATTENDEES:	
Name:	Title:
Name:	Title:
Follow IIn Mosting Cabadylad: Vas	No. If VES. where 2
PLAN/NEXT STEPS::	No If YES, when?
HAND OFF INFORMATION TO UNION	I REPRESENTATIVE ASAP (MAX OF 5 DAYS)
	Union Rep Name:
Confidential -	– Internal to ESC L20 only

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Name (of Union Member:	Contact Number:
Meetin	g Date/Time:	Meeting Location:
	JOINT DISCO	VERY/FACT FINDING/IRCA NOTES
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WHERE?		
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WHEN?		
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WHY?		
HOW		
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WHAT ELSE?		



Name (of Union Member:	Contact Number:
Meetin	g Date/Time:	Meeting Location:
	JOINT DISCO	VERY/FACT FINDING/IRCA NOTES
WHO?		
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WHAT ELSE?		