

### **What is an employee debriefing?**

The employee debriefing is an optional meeting that is scheduled at the end of an investigation. The purpose of the meeting is to provide the employee a forum to ask questions of the investigator about the investigation report and give feedback. The goal of an employee debriefing is for the employee to understand the investigative process and the basis for any findings, even if the employee does not agree with the findings.

### **Who is offered an employee debriefing?**

Employee debriefings are offered to an investigation's complainant(s), subject(s), and their management.

### **Why have an employee debriefing?**

The employee debriefing provides employees the opportunity to ask questions of the investigator about the information and findings contained in the investigation report.

### **What if I don't want to attend an employee debriefing?**

The employee debriefing process is voluntary and scheduled at an employee's request. There are no consequences for opting not to have a debriefing. If an employee does not request a debriefing, the investigation file will proceed to closure. If an employee cancels a requested debriefing, the investigation file will proceed to closure.

### **How will I be notified about the option for an employee debriefing?**

Once the investigation report is ready, complainant(s) and subject(s) will be sent a copy of the investigation report and notified about their option for an employee debriefing. The employee should respond within **3 business days** to request an employee debriefing.

### **Who can I bring with me to the employee debriefing?**

Represented employees may bring a shop steward or union business representative to the debriefing. Typically, family, friends, coworkers (except when they are serving in the capacity of a shop steward), may not attend the debriefing. Attorneys may be allowed at the debriefing with prior notice to Employee Relations. Prior notice is necessary so that arrangements can be made for an attorney from the Law Department to attend.

### **Who will attend the employee debriefing?**

Attendees at an employee debriefing vary depending on the nature of the investigation. Generally, debriefings are attended by the requesting employee, the investigator, Employee Relations, management representatives from the requesting employee's chain of command, and Labor Relations. Represented employees may bring a shop steward or union representative to the debriefing.

### **Why is management included in the employee debriefing?**

The purpose of the debriefing is to provide the employee a forum to ask questions of the investigator about the investigation report. Management attends the debriefing to hear and understand employee questions and concerns about the investigation report firsthand. This is meant to serve the interests of accountability and open communication in the continuing relationship between employees and management. If employees have concerns about the presence of specific management representatives at the debriefing, they should contact Employee Relations before the debriefing to discuss the nature of those concerns.

### **What happens during the employee debriefing?**

The employee will receive the investigation report before the debriefing. The employee will have the opportunity to ask questions of the investigator about the information and findings contained in the investigation report and give feedback.

### **How should I prepare for the employee debriefing?**

Participants should review the investigative findings before the debriefing. The debriefing is the employee's opportunity to ask questions of the investigator about the information and findings contained in the investigation report. The goal is for the employee to understand the investigative findings, even if the employee does not agree with all of the findings.

While we understand that debriefing meetings can be stressful, Seattle City Light Workplace Expectations apply during the debriefing as they do in any other situation in the workplace. Attendees are expected to be courteous, polite and respectful. They should not interrupt or speak over other attendees. They should not engage in personal attacks or use language that is inappropriate in the workplace. At any time during the meeting, management or the employee may ask for a break or caucus or end the debriefing process.

### **What happens after the employee debriefing?**

Generally, after employee debriefings are conducted, no further investigation is necessary, and the investigation file is closed. There may be situations where information obtained during the debriefing may require the investigator to review the file, conduct additional interviews, and/or obtain additional documents. If the additional information warrants a change in the report, a revised investigation report will be issued and circulated to the complainant(s) and subject(s). Generally, debriefings are not scheduled after a revised report is issued.

### **What about discipline?**

The discipline process is separate from the investigative process. The investigator is not involved in the discipline process. The debriefing process is not a Loudermill Hearing.