



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resources**  
**Employee Notification Summary Form**



This Notice is to advise you that the Human Resources Department has initiated an investigation into allegations that you may be involved in possible employee misconduct. Please read this Notice carefully, as it gives you information about the investigation process and your rights during this process.

First, please note that the District takes a neutral stance when investigating possible misconduct and maintains the confidentiality of employee investigations to the fullest extent possible. **No findings of wrong-doing have been made, and no findings will be made prior to completion of the investigation.** Further, the investigation will not be closed until after the scheduled date for your interview.

Please be further advised that:

- The information received in your interview could lead to discipline. You are entitled to have representation at that meeting.
- The investigation is confidential. Therefore, you are to refrain from discussing it with other members of the campus community while the investigation is pending (except for the purpose of receiving representation during the investigation or exercising other rights as recognized by the EERA.)

Every effort will be made to complete the investigation within ninety (90) days, and where this is not possible; you will receive a status update on where the District is in its investigation and when it expects to be completed. Once the investigation is complete, you will receive notice of the findings of the investigation.

In the event the investigation leads to disciplinary action, you will be afforded all the pre-discipline due process rights to which you are entitled. This includes receiving a copy of the written investigation report. If you would also like CLPFA to receive a copy of the written investigation report, please check the box below and the District will automatically forward it to CLPFA.<sup>1</sup>

We also remind you that District policy and law prohibit retaliation of any kind against anyone you believe to have provided information or otherwise cooperated in this investigation, and that such conduct constitutes an independent basis for serious discipline up to and including termination.

<sup>1</sup> Where a member does not consent to the release of private personnel information to the CLPFA, it may still demand the information. If this occurs, the District may have a duty to release the information to CLPFA.

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You will be contacted by \_\_\_\_\_ in the Human Resources Department to schedule an appointment for your investigative interview. The interview will not be scheduled any sooner than five (5) days from receipt of this Notice. A summary of the subject matter of your interview is attached.

If you have question, you may contact \_\_\_\_\_ at (\_\_\_\_)\_\_\_\_-\_\_\_\_-.

I authorize the Chabot-Las Positas Community College District to send to CLPFA copies of any reports or other information related to this investigation to which I am entitled and which the District sends to me personally. This authorization applies unless and until I rescind it in writing.

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

Name: \_\_\_\_\_  
*Print*

\_\_\_\_\_  
*Signature*

Reference: Article 16-2 and MOU: Notification Procedure for Faculty Investigation