

ACKNOWLEDGEMENT OF RIGHTS FORM
Pursuant to Article 23.02.C.01.b

I, (name) _____, hereby acknowledge that on (date) _____, the District provided me with a letter from the AFA, subject line "AFA Benefits of Representation Letter." The letter informs me of the benefits of union representation during the District investigation that is currently being conducted into allegations that I have engaged in misconduct.

Therefore, I hereby:

- DO** authorize AFA representation and disclosure of the investigation to AFA

- DO NOT** authorize AFA representation or disclosure of the investigation to AFA.

If you authorize disclosure, all communications to you regarding the investigation shall be copied to AFA.

If you do not authorize disclosure, the District shall not copy AFA and will only provide it with this signed Acknowledgement of Rights Form upon demand.

Signature

Date

**NOTIFICATION OF INVESTIGATION
(Pursuant to Article 23.02.C.2)**

This Notice is to advise you that the District has initiated an investigation into allegations that you engaged in 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. Therefore, you are entitled to have representation during the investigation and your interview with the investigator.
- The investigation is confidential to the fullest extent possible (pursuant to Article 23.02.C.2.d). Please note the following (the District has checked which box applies to this investigation):
 - The District recommends that you refrain from contacting the complainant(s) or witnesses to avoid even the appearance of interference or retaliation. However, this recommendation is not meant to deter, and does not effect, your right to contact and discuss the investigation with AFA or legal counsel, or to confer with colleagues for your mutual aid and protection.

OR

 - The District has determined that it is necessary to restrict you from discussing the investigation because of concerns regarding witness or complainant protection, danger of evidence being destroyed, danger of testimony being fabricated, or to prevent a cover-up, and that these concerns outweigh your associational rights. As such, you are required to keep the investigation confidential, except for communications with your legal counsel and/or union representatives.

**NOTIFICATION OF INVESTIGATION
(Pursuant to Article 23.02.C.2)**

-Continued-

- Every effort will be made to complete the investigation within ninety (90) days from when the District first received the complaint or information triggering the investigation. Where this is not possible, you will receive a status update on where the District is in its investigation and when it expects to complete the investigation. When AFA represents the faculty member, the District and AFA will have a check-in meeting in person or by telephone.
- Once the investigation is complete, you will receive notice of the findings of the investigation, and whether the allegations investigated were or were not sustained.
- 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 providing you, and AFA with your consent, with a copy of the information relied upon to issue any charges.
- We also are required to remind you that District policy and law prohibit retaliation of any kind against anyone involved in the investigation, against anyone whom you believe to have provided information or otherwise cooperated in the investigation, and that such conduct constitutes an independent basis for serious discipline up to and including termination.

You will be contacted by _____ to schedule an appointment for your investigative interview. The interview will not be scheduled any sooner than ten (10) business days from receipt of this Notice. A summary of the subject matter of your interview is also being provided to you.

If you have questions for the District you may contact _____ at: _____.

If you have any questions for AFA, you may contact them at afa@santarosa.edu or 707-527-4731.

NOTICE OF PLACEMENT ON ADMINISTRATIVE LEAVE
(Pursuant to Article 23.02.F)

You have been advised that you are the subject of an investigation into possible misconduct. Pursuant to Article 23.02.F, you are being provided Notice that you are being placed on a non-disciplinary, involuntary, paid administrative leave during the pendency of the investigation.

Your administrative leave:

- Nonemergency situation: at least 2 business days prior to your placement on administrative leave. (Article 23.02.F.2.a)

Begins on [date] _____

- Emergency situation: Within five business days of your having been placed on administrative leave. (Article 23.02.F.2.b)

Began on [date] _____

Administrative leave is only authorized where the alleged conduct includes: (a) acts of retaliation or intimidation; (b) acts of serious dishonesty or the destruction of property; (c) allegations which, if true, present a reasonable concern for the health or safety of others; (d) allegations which, if true, present a reasonable concern that the member's students are suffering educational harm; or (e) allegations the nature of which require the immediate preservation of physical evidence which may be compromised if the member is not placed on leave.

The general nature of the allegations that form the basis of the District's decision to place you on paid administrative leave during the investigation is as follows: