



## **Outline of Employee Relations Investigative Process**

Several reasons and/or situations may result in the need to perform an employee relations workplace investigation in order to determine if there are issues, and if so, to address them to prevent their reoccurrence. These reasons often include issues involving, but are not limited to, violations of work rules and inappropriate workplace conduct. When an investigation needs to occur the process is generally:

- I. Receive or be made aware of complaint/concern
- II. As applicable, obtain and review relevant information (e.g., conduct an investigation, including pertinent interviews)
- III. Prepare an investigation report, including recommendations
- IV. Consult with appropriate University Administrator to determine appropriate action
- V. Coordinate with University Administrator to take appropriate action
- VI. As applicable, Coordinate follow-up activities after action is taken

### **Additional Information**

For additional information about the Employee Relations investigations process, please contact Human Resource Management by email at [hrdept@ku.edu](mailto:hrdept@ku.edu) or by phone at 785-864-4946.