# Investigation Report

UCI Human Resources

**COMPLAINANT:** Name, Title, Department

# RESPONDENT: Name, Title, Department

**DATE OF FINDINGS:** Month day, 20xx

**FACTFINDER:** Name, Human Resources Business Partner, Health Sciences

# ISSUES INVESTIGATED

Issue #1: *Did Respondent (state issue) in violation of XX UC Policy/Procedure (if known)?*

*Issue #2: Same format*

# EVIDENCE CONSIDERED

* 1. **Interviews:** The following individuals were interviewed during this investigation.

Complainant (date interviewed)

Respondent (date interviewed)

Witness (date interviewed)

# Documents and Policies Reviewed: Email from X to Manager; Hand written note by Y; Timecards; ARIISE Values, Regents Policy xxxx.

# EVIDENCE SUMMARY(Findings of fact, summary of statements or evidence, past issues that are relevant to the conduct at hand)

#  X and Y both stated they saw Respondent not at his workstation on 1/3/21 from 11:50 a.m. to 12:35 p.m. X overheard Respondent talking with someone on the phone near parking lot A and saw him heading to his car around 11:50 a.m. Y saw Respondent sitting in his car near building D and eating food around 12:20 p.m. X arrived at the work station at 12:30 and noticed Respondent was not present. X asked the Manager who was on shift and confirmed Respondent was working from 8:00 a.m. to 5:00 p.m. on 1/3/21. Y saw Respondent arrive at his work station around 12:35 with a McDonalds soft drink in his hand. Around 2:00 p.m., X heard Respondent tell Manager that he never left his station and denied leaving the work area at any time that day. When interviewed, Respondent stated that he only left his work station for five minutes to pick up food from his friend in the parking lot. According to his timecard, Respondent checked in around 7:55 a.m. and clocked out at 5:02 p.m. X reported the issue to the Manager on 1/4/21 and Y submitted a handwritten note to the Manager on 1/5/21. This is the third time Respondent has departed his work station without informing anyone and taking unauthorized breaks while on the clock. He received a (Letter of Warning) or (Counseling-verbal or written) on 12/23/20 for a similar issue.

# ANALYSIS

*Issue #1*: There is sufficient/insufficient evidence to substantiate that Respondent (state issue)

Provide analysis as to why the issue was substantiated or unsubstantiated. Credibility determination and weight of evidence can be discussed here.

*Issue #2: same*

Respectfully Submitted,

xxx

Human Resources Business Partner

Health Sciences