

RIGHT TO REPRESENTATION

-All educational employees are entitled to union representation when:

- The employee is interviewed by an employer, and,
- There is reasonable fear that the interview may result in discipline.

- The employee must request such representation, and the request should be made at the earliest opportunity.

- The employer has the option to agree, or to proceed with the investigation without interviewing the employee.

- The employee can agree to forego representation. This is NOT advised!

- An employee should NEVER refuse to attend a meeting with an administrator even if his/her request for representation is denied.

-If you are involved in an incident that you think could lead to some form of disciplinary action, please do the following:

- Notify your Association Representative as soon as possible for advice and/or representation.

- Immediately write down everything that happened. Include the following:
 - Name, date, location/s
 - Names of all involved persons
 - Witnesses
 - Actual words spoken

- Store all written materials about the incident at home, not at school.

- Do not respond spontaneously to any charges.

- Do not appear alone at any meetings regarding the incident.

- Do not attempt to represent yourself.

- Do not accept an “opportunity to resign.”

- Do not agree to any proposals without a thorough review and time to consider all actions and consequences.

- Do not submit any written statement to administration.