

INVESTIGATORY MEETINGS: Protocols

SkillBrief

These kinds of meetings are usually called with prior notice and the employer will usually advise the worker that they are entitled to Representation.

- Get all member information.
- If applicable, refer to Steward and email or fax Steward instructions.
- If no Steward available, either the DLC Rep or the Rep Center Steward or Staff will attend.
- If no one is available to attend, contact employer and request to reschedule.
- Advise Steward and worker that the worker has the right to request to record, with their own recording device, the interview/meeting.
 - Some departments will agree to such request. However, if the department refuses, the meeting must still proceed. The member should request to receive a copy of the States recording.
- If no one is available to attend and employer will not reschedule, advise the worker (by email or fax instructions to worker) as follows:
 - Advise the employee to attend, and
 - Advise Steward and worker of their right to State time off for meetings (M.O.U. Article 2.6 and 2.7).