

Supervisor Calls a Worker in to a Meeting: Steward Instructions

SkillBrief

The most common types of meetings that a steward will encounter are meetings where a member has contacted you because their supervisor wants to talk to them about something. These kinds of meetings are usually called without prior notice. When the subject of representation comes up, the employer may contend that there is no need for representation. The fact that you got this call from the employee tells us that the employee does not agree and would like our help and/or advice.

Before the meeting...

- Contact the supervisor to find out the subject matter of the meeting (hint: ask the boss if they are calling the employee in to tell them that they are doing a great job/ this should help clarify the supervisor's intent.)
- Request time off for yourself (state time) per MOU Articles 2.6 and 2.7.

How much time is needed? You might be asked this when requesting state time off. You can make a reasonable estimate but indicate that you will not know exactly how much time is needed until after you have met with the member to prepare for the meeting. The estimate should allow you time to do the meeting as well as meeting with them member afterwards for follow-up to develop a plan to resolve the issue. You will also need time to contact the union, to submit your report and to receive advice if the issue is not resolved at this level.

- Contact the employee and request that they get the same state-approved time off to meet about the issue.
- Contact the Union Resource Center with information about the matter and to get advice about how to handle the meeting.

During the meeting...

- You have the right to speak and otherwise represent the employee
- You have the right to advise the employee during the meeting.
- You have the right to object to repetitions or harassing questions.
- You have a right to ask for a short break to speak with the employee.
- Advise the employee to answer questions thoughtfully, carefully and honestly. When appropriate, they can answer with a yes, no, I don't know, I don't recall or I'll have to check on this and get back to you.
- Take detailed notes.

After the meeting...

- Debrief with the employee to draft final notes from the meeting. Ask for state time off for all meetings with the employee about this issue. (MOU Article 2.6 and 2.7)
- Provide an update to the union staff assigned and the DLC Chief Steward immediately after the meeting.
- Inform the employee of the next steps needed or expected from both parties and follow-up on a regular basis.