

# Supervisor Calls a Worker in to a Meeting: Protocols

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.

## Protocols

- Get all employee information.
- Advise the employee that s/he has the right to meet with you, pursuant to the contract. (MOU Articles 2.6 and 2.7)
- In most cases, union staff will not be able to be at these types of meetings. Instead, stewards should be encouraged to handle these, while staff offers to help the steward.

Once the steward has done these types of meetings with the URC guidance, they will have the confidence to do more. If there is a steward who can handle the matter, contact that person to find out how you can get them the information and other things such as Steward Instructions or some helpful hints.

- If no steward is available, the employee will still need to bring a steward to this meeting - the DLC representative, the representative center steward, chief steward or staff will attend.
- If no one is available to attend with the employee, contact the employer and ask to reschedule the meeting.
- If the employer will absolutely not reschedule or delay the meeting, advise the worker to attend and follow the instructions that the steward will email or fax to him/her.
- Advise the employee that our contract allows for state release time to meet with their steward to prepare and to attend these types of meetings. (MOU Articles 2.6 and 2.7)