

Supervisor Calls a Worker in to a Meeting: Employee Instructions

SkillBrief

These kinds of meetings are usually called without prior notice and the employer will usually contend that there is no need for representation.

Before the meeting...

- Ask what the meeting is about, and if there is anything you can do to prepare.
- Always ask for representation - "If this discussion/meeting could in any way lead to my being disciplined, terminated, or cause an effect on my personal working conditions, I respectfully request that y union representative be present at this meeting."
- Do not refuse to attend the meeting.
- If the meeting sounds like it could be to point out deficiencies in your work or attendance, ask that you be allowed to get union representation.
- Ask for state time off pursuant to the MOU (Article 2.7) for all future meetings with Local 1000 stewards and/or staff. This is state time that you are allowed to prepare or follow-up on any issue that could become a problem.

During the meeting...

- Take notes
- Do not leave the meeting until it is over.
- If, after the meeting starts, you feel uncomfortable about some of the questions, you can ask that you be allowed to write down those questions, and after you have had a chance to think more about them and confer with the union, you will answer those questions.
- You have a right to ask if they would be open to having a follow-up meeting if you felt that more information would be helpful in resolving the issue of the meeting.

After the meeting...

- Contact an SEIU Local 1000 steward or staff person immediately after the meeting.