

VFNHP



Local 5221

Your Rights: **Having a Steward or Co-Worker at a** **Meeting with Management**

If you are having issues at work, call your Steward or the Union office first.
Human Resources personnel work for FAHC management.
What you say to them “in confidence” *can* be used against you.

When you ask for a meeting with anyone in Management (your manager, director, or HR) you have the right to have a Steward or co-worker with you as a witness and note-taker.

When anyone from management asks to meet with you for any reason, they must offer you the ability to bring a Steward. This is a right we won in our first contract. You get to choose the Steward or co-worker acting as a Steward. If they do not offer, you should tell them that you want a Steward or a co-worker acting as a Steward present. Do not to attend meetings alone.

Please call the office to let us know if they did not offer you a Steward or if they insist on holding the meeting before you can arrange representation.

It is important that you know your rights to protect yourself and your co-workers.

- After management informs you that they want to meet with you and you can have a Steward/Representative, if one is not readily available, the *employer* must choose from among 3 options:
 1. delay questioning until the Steward/Representative arrives;
 - 2) give you the choice of either having the interview without representation or ending the interview or
 - (3) end the interview immediately. You can refuse to answer questions if the employer denies the request and continues the meeting.
- The Steward/Representative should take notes as you give your statement. She/has the right to advise and assist you, consult with you in private before the questioning begins, help to make sure that the questions being asked are clear.
- Take a few seconds to think about your answer to each question. Only state the facts. Do not give your opinion or any theories you may have. You can say, “I don’t know,” or, “I don’t recall,” if that is the case.
- If a question is confusing, vague or seems unrelated to the stated purpose of the interview you can ask for clarification. You can say “I can’t answer that question,” but you may not obstruct a legitimate investigation by generally refusing to answer questions unless you have been denied representation.
- Administrative leave is often given during an investigation. This is time off with pay.

Questions? Contact your steward or the Union office at 657-4040.