

# MEMBER FACT SHEET

## LEVEL ONE GRIEVANCE/**ADMINISTRATIVE WRITE-UP**

### **KNOW YOUR WEINGARTEN RIGHTS – You have the right to representation.**

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my association representative, officer or steward be present at the meeting. I am entitled to postpone the discussion for a reasonable period of time to get and association representative."

### **GRIEVANCE** (Referenced from Article 25/Page 35)

#### **DEFINITION**

- A "grievance" is a claim based upon the interpretation, meaning or application of any of the provisions of this Agreement (the contract).
- The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that impact the welfare or working conditions of teachers.
- It is understood that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- The teacher has the right to discuss the matter with **any** appropriate member of the association.

#### **PROCEDURE**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.

#### **LEVEL ONE GRIEVANCE PROCESS**

- A teacher with a grievance will first discuss it with that teacher's Principal or immediate superior either directly or through the Association's Faculty Representative, with the objective of resolving the matter informally.
- **IF THE PERSON IS NOT SATISFIED WITH THE DISPOSITION OF THE GRIEVANCE, OR IF NO DECISION HAS BEEN MADE WITHIN TEN SCHOOL DAYS AFTER ITS PRESENTATION, THE MEMBER SHOULD CONTACT THE LEADERSHIP TEAM.**

### **WRITE-UP (NOT SURE ABOUT THIS LANGUAGE)**

#### **ADMINISTRATIVE WRITE-UP**

- In some situations administrators may use a written warning as a disciplinary action.
- The member will be approached by the administrator to sign the form
  - Signing the form does not mean you agree with the action, but only records that you have received it.
  - The member has the right to a meeting with representation for this process.

#### **SPECIAL CIRCUMSTANCES**

**THE MEMBER SHOULD CONTACT THE UNISERV DIRECTOR IMMEDIATELY IN THE FOLLOWING SITUATIONS:**

- **MEMBER IS BEING ASKED TO VACATE THE BUILDING.**
- **MEMBER IS BEING ASKED TO INTERVIEW WITH THE POLICE CONCERNING THE ISSUE AT HAND.**

**CONTACT INFORMATION**

**President: Ben Dick (603) 361-2410**

**Vice President: Bill Fox (603) 505-0245**

**Uniserv Director: Donna Christman (603) 953-5042**