







# RED FLAG MOMENTS



**Take  
IMMEDIATE  
action!**

There are moments in the life of an educator that should cause concern and raise “red flags.” In those cases, the employee should consider finding the JEA Association Representative (AR) in their building or a Jordan UniServ Director **before** participating in a meeting with a building administrator. Many times school employees will acquiesce to questioning without representation.

**This is not a wise decision.** The following scenarios *may* occur and a JEA member should view this as a signal that it’s time to find the first available representative!

-  An administrator requests that you attend a meeting with a parent and you feel it may become overly emotional, volatile, or result in disciplinary action.
-  You walk into the office and you’re met by two administrators, one is your building principal, the other administrator is from the district, and you are unaware of what the meeting may be about.
-  An administrator starts getting “hot-under-the-collar” with you and you’re alone.
-  The building administrator says anything that sounds like:
  - “I’ve had some parent complaints about you.”
  - “I have some concerns we need to talk about.”
  - “There are rumors in the community about you that we need to discuss.”
-  You **DEFINITELY** need a JEA AR or UniServ Representative when the building administrator asks, “Do you want representation?” THE ANSWER IS ALWAYS, “YES!” If a building administrator is offering or suggesting representation prior to the meeting, you can be assured the meeting will be a serious matter.
-  You **DEFINITELY** need a JEA AR or UniServ Representative when the building administrator uses any of the following words in the course of a meeting: discipline, termination, employment status, or negative evaluation

**JEA is your advocate anytime employment issues arise!**



**What to say if an administrator asks questions that could lead to discipline:**

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request postponement of this meeting until I can arrange to have a JEA representative present."

