

WHAT TO DO ABOUT AN EMPLOYMENT PROBLEM

The “Dos and Don’ts”

DO!



1. Consult with your Association representative, local president or UniServ director.
- 2. Follow the advice given by the UniServ director or the UEA attorney.**
3. Try to resolve the problem at the lowest administrative level—usually the building principal.
4. Prepare a written report of the incident; keep a log where a problem is ongoing. List witnesses.
5. Request and keep copies of documents, papers, and policies related to the problem.
6. Follow the district policy on grievances and know the time lines for processing the grievance.
7. Keep the Association representative, local president, or UniServ director informed and current.
8. Know your rights!

DON'T!

Without First Consulting an Association Representative, DON'T!



1. Involve students or parents (unless they are directly involved with the problem).
2. Resign without first consulting an Association representative.
3. Write lengthy accounts to the district or your administrator explaining your side until you have consulted an Association representative or make statements about serious matters without consulting your Association representative.
4. Sign any papers or agreements.
5. Provide to anybody (except you Association representative) your written account of a serious problem in which you are the target.
6. Refuse to obey a directive from your supervisor unless you know that you have a right to refuse.
7. Agree to take a polygraph test.
8. Admit guilt, accept blame, or agree to pay expenses or compensation.
9. Seek private legal advice with the expectation that UEA will pay. **UEA pays legal fees only if pre-authorized.**



Contact Your UniServ Directors, Laura Black or Cindy Carroll with any further questions.