

## Guidelines for Members Meeting with Admin.

1. Members have the right to have a union representative present during the meeting if the meeting is disciplinary or could lead to discipline (the member has the right to know if this is the case, but must ask if the information isn't provided voluntarily by admin.).
  2. The member may ask to have the meeting re-scheduled, especially if it is necessary to do so in order to arrange representation.
  3. Upon request, administration must provide the member or the union representative information about the subject matter of an investigatory interview before the interview commences.
  4. Administration must be clear as to what, if any complaint is against our member.
  5. Administration must indicate if this meeting could lead to disciplinary action on a specific member.
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6. At any point of the "investigation" the union representative can request a caucus with the staff member, and resume the meeting thereafter.
  7. Union representatives may object if the line of questioning strays from the original purpose of the meeting.
  8. Prior to or during the meeting, Union members or reps. can ask questions, as well as request any "evidence" or facts gathered thus far.