

EMPLOYER INVESTIGATIONS

INVESTIGATORY MEETING TIPS – MEMBERS

You have been called to a meeting by the Employer to discuss your nursing care or perhaps you are simply called to attend a meeting and told to bring a steward. What should you do?

CONTACT YOUR STEWARD

- > Immediately contact a steward and meet with them in a private area off of your unit. Give the steward as much information as you have including what you think the meeting may be about.
- > The steward will contact either the Labour Relations Department in your facility or the excluded nursing representative who initiated the meeting with you.

PURPOSE OF MEETING

- > The Employer will fully disclose to the steward what the meeting is about including any evidence, witnesses or other collaborating evidence it may have in advance so that you and the steward can discuss the matter privately.

EMPLOYER PRESENTS

- > The law of natural justice and arbitral jurisprudence state that once the meeting with the Employer begins, the Employer must state its case first and clearly state what its concerns are. If the Employer does not follow this process immediately stop the meeting and advise the Employer that you will be contacting the union office for advice.

MEETING PROCEEDS

- > The steward will be your advocate and ensure that the employer sticks to the agenda. Any questions or matters which seem to deviate from the matter at hand will not be discussed. Answer questions with factual statements only. Do not speculate and if you don't know the answer say so. Beware of entrapment.
- > If you do not wish to answer a question, advise the Employer that you will consider the question in consultation with the steward later. Remember you have the right to end the meeting at any time and the employer must respect that right. Some Employers might threaten you with discipline for ending a meeting. If that should happen, remain calm and leave the meeting immediately.
- > If a member feels that they have not been fairly represented, they can file a complaint at the Labour Relations Board. This is often referred to as a "Section 12."

MEETING ENDS

- > Leave the meeting with the steward and go to a private area to discuss the events of the meeting. Review the issues as you understand them and ensure that if you didn't take notes at the meeting that you make a record now. Be sure to record who was at the meeting, the time and as much detail about what was said as is possible. Once your records are in order, you should remain with the steward until you feel calm enough to return to work. If the Employer attempts to discuss the matter with you again, advise them that the steward will be pleased to arrange a meeting at a time in the future. Depending on the experience level of the steward, they may wish to call the Union office for advice at this time.

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INVESTIGATORY MEETING TIPS - MEMBERS *continued*

REMAIN CALM AND REMEMBER THAT YOU HAVE RIGHTS UNDER THE COLLECTIVE AGREEMENT.

- Most people find this type of experience very stressful and many want to simply avoid dealing with the issue and or their employer. Remember, nursing is a lifelong career. Most issues can be resolved when a clear and concise process is followed. That process includes full employer disclosure regarding the issue, the substantive right to union representation and adherence to the collective agreement.

Advocate for Your Rights.