

OPS FACT SHEET

The Right to AMAPCEO Representation

This fact sheet explains the circumstances under which AMAPCEO-represented employees have the right to be accompanied by and represented by an AMAPCEO Workplace Representative.

Meetings initiated by the Employer

See Article 7: Employee Right to Representation of the OPS Collective Agreement.

You have the right to be accompanied by and represented by an AMAPCEO Workplace Representative if your supervisor, or another Employer Representative, requests to meet with you for any of the following reasons:

- for disciplinary purposes;
- to investigate matters which may result in disciplinary action;
- for a formal counselling session regarding unsatisfactory performance or behaviour;
- for termination of employment;
- for matters related to the development, implementation and administration of an accommodation or return to work plan; or
- to discuss attendance management issues under the Employer's attendance management program.

Your supervisor or another employer representative **must notify you** of your right to AMAPCEO representation prior to the start of the meeting.

If you decide to request representation from an AMAPCEO Workplace Representative, the Employer shall set a time and place for the meeting, which is **mutually agreeable** to both you and the Employer. Your supervisor however, must allow you up to **3 working days** from the date they gave you notice of the meeting for you to secure an AMAPCEO Workplace Representative. If you are unable to secure a Workplace Representative to

attend the meeting with you, you may address this with your supervisor and attempt to agree upon a meeting time when you will have AMAPCEO Representation.

In situations where your supervisor is insisting that the matter is urgent and the meeting must occur as soon as possible, they can proceed with the meeting as planned. If this occurs, you still have the right to AMAPCEO Representation at this meeting, but you may have to contact several Workplace Representatives to find one that is available on such short notice. Please contact the AMAPCEO office if you are in urgent need of assistance.

If you attend a meeting without an AMAPCEO Workplace Representative and the Employer requests that you sign a waiver form of your right to representation, only sign the form if you voluntarily attended without a Workplace Representative.

Informal dispute meetings

The dispute resolution process is an integral part of the OPS Collective Agreement. Through it, AMAPCEO-represented employees can address workplace problems or alleged breaches of their collective agreement rights, or other terms and conditions of employment, with representation from AMAPCEO.

You, as an AMAPCEO-represented employee, also have the right to AMAPCEO representation at the *Informal Resolution Stage* of the dispute resolution process as articulated in Article 15. 2 of the AMAPCEO OPS Collective Agreement:

15.2 Informal Resolution Stage

15.2.1 “An employee who has a complaint may raise the complaint with his or her manager, with a view to having that complaint resolved without having to invoke the Formal Resolution stage of this Dispute Resolution Procedure. The employee shall have the right to be accompanied and represented by an Association representative at this stage of the Dispute Resolution Procedure.”

Should your workplace complaint not be resolved at the Informal Stage, OR if you decide not to go through the Informal Stage, you can request AMAPCEO file a Formal Dispute on your behalf within 30 working days of you becoming aware of the conditions giving rise to the complaint. Please see the [Dispute Resolution section of the website](#) for more information on the dispute resolution process.

How to request AMAPCEO representation

Should you need to request AMAPCEO representation, a complete list of [Workplace Representatives can be found on the AMAPCEO website](#). Keep in mind that you are not restricted to a Workplace Representative in your particular Ministry.