

What is RADAR?

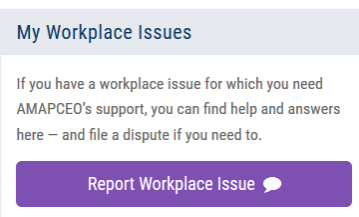
- RADAR is a secure web-based tool that helps AMAPCEO members and Workplace Representatives confidentially record, track, and store information related to workplace issues and disputes.
- Before RADAR, OPS Workplace Representatives communicated details about workplace issues to the AMAPCEO office primarily via phone and email.
- With the introduction of RADAR, Workplace Representatives now have access to a secure online system to keep all of your details up-to-date. RADAR also provides enhanced support to OPS Workplace Representative by providing a one-stop-shop to access educational and informational material related to their roles in dispute resolution (i.e. Collective Agreements, tip sheets, relevant legislation, etc.).
- As of spring 2017, all AMAPCEO members and Workplace Representatives in the OPS will use this system to track details regarding workplace issues.
- RADAR stands for the Registry of AMAPCEO Dispute Activity and Resolution.

Instructions

A complete User Guide is available in RADAR.

1. Log into your My Homepage on the [AMAPCEO website](#) by clicking Member Login.
2. Once on your My Homepage click on “Report Workplace Issue”. You will find this button on the right-hand side of the page.
3. Please take a moment to **read through the instructions** posted in the orange box: “How to Use This Tool”.

This page offers information that describes a workplace dispute, provides you with help to complete this online process, and explains next steps in the dispute resolution process.

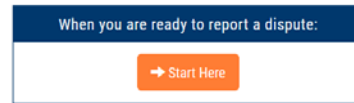


How To Use This Tool:

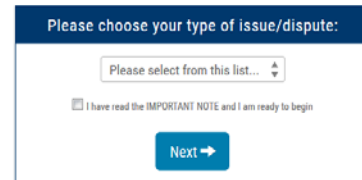
For the fastest help, we encourage you to use this tool by:

Once you are ready to provide the details of your workplace issue, click on the orange “Start Here” button.

4. You should read through the “Important Note” before you begin.



Remember to contact a trained AMAPCEO Workplace Representative **before** completing your online workplace issue submission.



Once you have read the Important Note, the description of types of disputes (i.e. Individual or Group; Classification), and you have connected with a specific Workplace Representative, please select your type of issue / dispute, check the box, and hit “Next”.

5. You will see that most of your Member Information has been pre-populated for you. Please check it for accuracy. If you need to change any of it, click on the purple “Edit my member information” button and change the information, or add in missing information in the mandatory fields. Once you have made the required edits, please save your information.

Take a moment to upload a written description of your workplace issue in the “Overview of Your Workplace Issue” area. Alternatively, you can manually type in a written description.

Complete all your Workplace Information, the Dates and Documents section, and the Notify a Workplace Representative section.

After you have selected your Workplace Representative, click on the “Submit” button. Your Workplace Representative will receive an email prompting them to log into RADAR. They will be in touch with you soon to help through the process.

Questions

Please direct any questions to an AMAPCEO OPS Workplace Representative. A complete list of Workplace Representatives can be found on the AMAPCEO website. Keep in mind that you are not restricted to seeking assistance from Workplace Representatives in your ministry or District alone.

If you are experiencing technical issues completing your RADAR submission, please contact the AMAPCEO office at radar@amapceo.on.ca.