

HQO FACT SHEET

The Right to AMAPCEO Representation

This fact sheet explains the circumstances under which AMAPCEO members at Health Quality Ontario (HQO) have the right to be accompanied by and represented by an AMAPCEO Workplace Representative.

You may wish to refer directly to Article 7 and Article 15 of the HQO – AMAPCEO Collective Agreement, available online on our website.

Meetings Initiated by the Employer

See Article 7 – Employee Right to Representation of the HQO AMAPCEO 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 with regard to unsatisfactory performance behaviour;
- for termination of employment; or
- for matters related to the development, implementation and administration of an accommodation or return to work plan.

Your supervisor or other 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 three working days** from the date they gave you notice of the meeting to secure a Workplace Representative to attend with you. If you are unable to secure a Workplace Representative to attend the

meeting, 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. 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.

Lastly, if you are having a meeting with the Employer where you think it would be beneficial to have AMAPCEO Representative and it does not fall into one of the categories set out above, you should feel free to request that a Workplace Representative attend. This is not an entitlement under the HQO AMAPCEO Collective Agreement, but the Employer may agree to your request.

During the Dispute Resolution Process

Article 15 – Dispute Resolution Procedure is an integral part of the HQO AMAPCEO Collective Agreement. Through it, you as an AMAPCEO represented employee can address workplace problems, alleged breaches of your collective agreement rights or other terms and conditions of employment, with representation from AMAPCEO.

Upon becoming aware of a workplace issue or complaint which could give rise to a dispute, you have the option of trying to informally work with your manager to resolve the issue or complaint at a local level, before deciding to file a formal Stage One dispute.

Though this step is not mandatory, engaging with your manager informally can help foster a more harmonious and productive working environment. You are advised to seek advice from a Workplace Representative prior to meeting with your manager to resolve issues informally.

Should your workplace complaint not be resolved informally, you have the right to AMAPCEO representation should you decide to file a dispute at Stage One of the dispute resolution process. Please contact a Workplace Representative should you wish to file a Stage One dispute.

How to request AMAPCEO representation

A complete list of [Workplace Representatives](#) can be found on the AMAPCEO website. Please keep in mind that you are not restricted to a Workplace Representative in your particular Ministry.

If you are a signed-up AMAPCEO member, you can go to your [AMAPCEO Home Page](#) and access the services of a Workplace Representative through RADAR. RADAR is our web-based tool that helps connect members to Workplace Representatives without the worry of using the Employer's email system. For more details, please see the [RADAR Factsheet](#), or just click on the *RADAR: My Workplace Issues* tab on your Home Page.