

# The Right to AMAPCEO Representation

This fact sheet explains the circumstances under which the Office of the Provincial Advocate for Children and Youth (OPACY) 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

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; or
- For termination of employment.

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

If you decided 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 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. 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 Collective Agreement, but the Employer may agree to your request.

## During the Dispute Process

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

It is recommended that you contact an OPACY Workplace Representative to help you resolve issues at the 'local level', before they become a formal dispute.

As an AMAPCEO member, you have the right to AMAPCEO representation at each formal stage of the Dispute Resolution procedure (15.4.1), including Stage One, Stage Two and Arbitration.

Should your complaint not be resolved at Stage One, you can request that AMAPCEO submit a Stage 2 Dispute on your behalf within 20 working days of the date that the Association or representative of the Association present at the meeting received the decision at Stage One.

## Questions?

Please direct any questions to an AMAPCEO OPACY [Workplace Representative](#). A complete list of Workplace Representatives can be found on the AMAPCEO website at [www.amapceo.on.ca](http://www.amapceo.on.ca)