

PHO FACT SHEET

The Right to AMAPCEO Representation

This fact sheet explains the circumstances under which AMAPCEO- represented employees at Public Health Ontario (PHO) 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 PHO Collective Agreement.

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

- for disciplinary purposes;
- to investigate matters which may result in disciplinary action;
- for a formal counseling session regarding unsatisfactory performance or behaviour;
- for termination of employment.

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 up to three 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. 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.

Stage One Disputes

The dispute resolution process is an integral part of the PHO 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.

As a result, you have the right to AMAPCEO representation at all formal stages of the dispute resolution process as articulated in Article 14.4.1.

General

14.4.1 The employee shall have the right to be accompanied and represented by an Association representative at each formal stage of this procedure.

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 and/or Human Resources to resolve the issue or complaint at a local level, before deciding to file a 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, OR if you decide not to go through the informal process, you have the right to AMAPCEO representation should you decide to file a Stage One Dispute. 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.