

WAYPOINT FACT SHEET

The Right to AMAPCEO Representation

This fact sheet explains the circumstances under which AMAPCEO-represented employees at Waypoint 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 AMAPCEO-Waypoint 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 meet with you for any of the following reasons:

- for disciplinary purposes;
- to investigate matters which may result in disciplinary action;
- 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 must allow you up to 48 hours, excluding weekends, from the date you were given notice of the meeting for you to secure an AMAPCEO Workplace Representative, either in person or by teleconference. 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.

Where your supervisor insists that the matter is urgent and the meeting must occur as soon as possible, your Employer 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 more than one Workplace Representative 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.

Dispute Meetings

The dispute resolution process is an integral part of your 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, have the right to AMAPCEO representation at Stage One and Stage Two of the dispute resolution process as articulated in Articles 15.2 and 15.3 of your Collective Agreement.

Should your workplace complaint not be resolved informally or at Stage One, you can request that AMAPCEO file a Stage Two Dispute on your behalf within 20 working days of the Employer's denial of your Dispute at Stage One.

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.