

OAC FACT SHEET

The Right to AMAPCEO Representation

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

You may wish to refer directly to Articles 21 and 22 of the OAC – AMAPCEO Collective Agreement, available online on our website.

Meetings Initiated by the Employer

Article 21 – Employee Right to Representation confers upon you 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 formally investigate matters which may result in disciplinary action;
- following the implementation of a development and/or performance management plan, for a formal counselling session with regard to unsatisfactory performance or behaviour;
- for termination of employment; or
- for matters related to the development, implementation and administration of an accommodation or return to work plan.

NOTE: For all other types of meetings, (while you do not have the right to have AMAPCEO representation) you always have the ability to ask the Employer for permission to bring a Workplace Representative. This includes meetings held in the normal course of business. They may or may not agree to the request. If they do not agree, you may still speak to a Workplace Representative ahead of time for advice.

Your supervisor or another employer representative **must** notify you of your right to

AMAPCEO representation prior to the start of the meeting. The Employer shall set a time and place for the meeting.

If you are unable to secure a Workplace Representative to attend the meeting with you, you may address this with your manager and/or Human Resources and attempt to agree upon a meeting time when you will have AMAPCEO Representation. If they still insist on holding the meeting at the same time, please contact the AMAPCEO office for urgent 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** agreed to attend the meeting without a Workplace Representative.

During the Dispute Resolution Process

Article 22 - Dispute Resolution Procedure, is an integral part of the AMAPCEO-OAC Collective Agreement. Through it, you can address workplace problems or 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 and/or Human Resources to resolve the issue or complaint informally, 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. See Article 9.3 regarding your Workplace Representative's right to participate in problem solving of disputes in the workplace.

Should your workplace complaint not be resolved informally, you have the right to AMAPCEO representation at Stage One, Stage Two, and arbitration / mediation.

Please see the [Dispute Resolution](#) section of the website for more information on the dispute resolution process.

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.