



THE SITE REP'S ROLE WHEN MEETING WITH MANAGEMENT

As a Site Representative, your job in an investigatory meeting is to:

- Assist in communication between the employee and the employer
- Assist in identifying all relevant facts
- Keep a record of participants, date, location and main topic discussed
- Obtain copies of any written documentation
- Focus on the 3 Cs: Correction, Clarification, and Context

As a Site Representative, your presence at an investigatory meeting will:

- Assist in resolving employment disputes
- Assist in equalizing the parties in their discussion
- Calm a vulnerable employee facing a supervisor or a questioning parent
- Manifest the Association's right to represent its members
- Enhance the association's status in the eyes of other members
- Enhance the employment interest of both parties in relation to the on-going employer-employee relation

MEETING WITH MANAGEMENT

Suggestions when meeting with management representatives:

- **Present a united front.** Avoid arguments among members in the presence of management. If differences of opinion crop up during a meeting, take a recess and iron out differences in private.
- **Stick to the point;** don't let management sidetrack you.
- **Understand the main points** of management's arguments. Ask why management did what it did or failed to do what it should have done.
- Try to **narrow the differences** between union and management.
- **Treat management representatives as you would want to be treated.** Let the break in good relations come from the other side. The representative to whom you are speaking may not be the person responsible for the topic of the meeting.
- **Avoid unnecessary delays.** If management asks for more time, determine if it is an attempt to stall or a genuine desire for more facts needed to settle the issue. Delays in resolving issues can become problems for the union.