

IF THERE IS A PROBLEM

DO Call your Steward as soon as you are aware of a problem. Many workers have suffered unnecessarily due to inexperience in safeguarding our rights and understanding the grievance and discipline process. Any oral or written statement you make may be used by management against you. There are also time limits for filing grievances or appeals. If you do not act within a set timeframe, you could automatically lose your rights.







DO Preserve any physical evidence and write down all the facts with exact details, including who said what and names of witnesses relating to your case immediately. Take photos or video with your camera when possible. Keep a copy of any document in a grievance or an appeal. Evidence, testimony of independent witnesses and written documentation have credibility. Otherwise, it will simply be your word against management.



DO Know your opponent. In order to help your case, examine it from management's perspective. What do you think their arguments will be?

DO Show up to work on time. The biggest problem that management can and will use against members in a disciplinary action is excessive absenteeism, whether or not the case involves absenteeism.

JOIN AFSCME FLORIDA TODAY: THESE CONTRACTUAL RIGHTS WILL GO AWAY UNLESS ALL MEMBERS JOIN—OR REJOIN— THE UNION AND WE MAINTAIN 60% MEMBERSHIP

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Join -->



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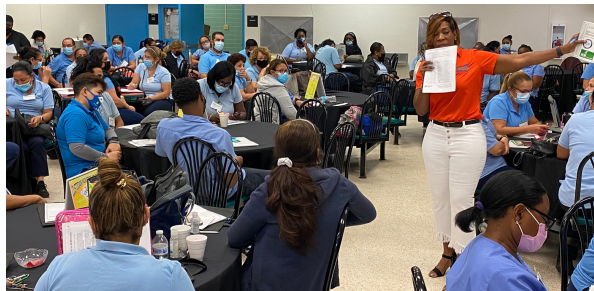


**KNOW YOUR RIGHTS
ON THE JOB:
DO AND DON'T**

www.afscmefl.org/join

Know Your Union Rights

To protect your job security, you need to understand your contract, the rules and regulations, and some very basic principles. Here are some DO'S and DON'TS to help you ensure your career is protected against unfair acts by management.



Always Do

DO Read the contract, any personnel rules or employee handbook, and your job description. Call your AFSCME steward or workplace leader to address anything you don't understand before there is a problem.

DO Understand that unions can file grievances against violations of the contract or rules, but not individual people. We negotiate strong contracts to resolve problems and safeguard our rights, but we are not out to "get" supervisors.

DO Check your personnel file often.

Right To Representation

Don't Participate in disciplinary meetings without AFSCME union representation. If your supervisor requests to meet with you, ask for the purpose of the meeting. If it involves investigating an issue which could lead to disciplinary action, demand your Weingarten Rights:

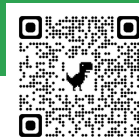
"I am a member of AFSCME. I am requesting my right as granted under the U.S. Supreme Court 'Weingarten' decision to have a union representative present during this meeting because I reasonably believe that it may result in disciplinary action against me or impact my personal working conditions. If my request for representation is denied, I may refrain from answering accusatory questions until such time I am properly represented."

Don't Refuse to attend the meeting if your supervisor insists that you meet without giving you adequate time to contact your representative. Listen to what the supervisor has to say, but do not respond except to say that you wish to have an AFSCME representative present.

Don't Lose Your Rights

Don't Lose Your Contract

Due to state law SB 256, preserving your union rights and benefits of a contract requires we must have 60% membership in our union. Meaning if at least 60% of us do not sign a card, our contract will go away because our union will disappear. Join today at www.afscmefl.org/join.



Don't Refuse to carry out an order or assignment from your supervisor unless you believe that the assignment will threaten safety. Obey the order, then grieve it or appeal it later.

Don't Resolve your problem without AFSCME's involvement. Protect the rights of yourself and others. There are far too many examples of supervisors making commitments to employees in private that they later broke, with no evidence to prove that they had reneged on their promises.