

What to do if called to a disciplinary conference

You have the right to union representation at a conference or meeting with an administrator if it could result in discipline.

Here are a few guidelines:

Request the purpose. If an administrator invites you to a meeting that you feel may involve disciplinary action, insist on knowing the specific purpose of the conference.

Seek help from a representative. If you feel the purpose of the conference is to investigate an event that may lead to disciplinary action, or to discuss the proposed discipline, contact your member rights advocate, building representative or local president for assistance. You have the right to schedule the conference at a time when a union representative can be present, as long as the rescheduled meeting can be arranged within a reasonable time period.

Stop the conference. If you attend a conference that begins on a positive note but deteriorates into addressing possible discipline, you have the right to stop the conference until you can have a representative present.

Be prepared for an administrator's reaction. A few administrators may feel threatened by the presence of a representative. You have a right to representation. Your local contract may have specific references to your right to representation, and may even provide broader rights than those available under the law.

If you are accused of a work-related crime, or if a Minnesota Department of Education investigator contacts you:

Contact your Education Minnesota field staff immediately.

Never talk to a police or state investigator without an attorney. In many cases, Education Minnesota will provide an attorney for you if you are a member. Tell the police officer or investigator: "I am an Education Minnesota member and have been advised that my attorney will contact you about providing a response."

Do not go with the police unless you are under arrest. If you are not under arrest, your attorney can handle arrangements.

Do not talk about the specifics of the accusation with anyone except your attorney. Be cautious even with immediate family members.

Before you consider resigning, talk to your Education Minnesota field staff. Resignation can impact other rights, such as unemployment compensation or hearings.

Do not sign anything unless you have consulted your attorney or Education Minnesota field staff.

