

Disciplinary meetings

You will probably at some point in the exercise of your responsibilities have to participate in a meeting convened to issue a disciplinary measure to a member. As these meetings can have serious repercussions for the member, it is important to be familiar with the rights and procedures associated with these meetings.

Here are some things you should know:

- The member must be informed of any disciplinary measure;
- Anyone convened to a meeting where a disciplinary measure is to be issued is entitled to be accompanied by his or her union delegate;
- All disciplinary measures must be issued by the school principal or directly from the school board;
- A verbal warning has no legal status and does not, therefore, constitute a disciplinary measure;
- Countersigning a disciplinary measure does not constitute an admission of the facts alleged. It serves solely as confirmation that the measure has been received;
- AENQ will subsequently determine whether the disciplinary measure should be contested through the grievance procedure;
- As delegate, your role is to take careful note of what is said during the meeting and to ensure that the correct procedure is respected. It is strongly recommended that you do not engage in argument.
- When the meeting is over, you should fill out the inquiry form with the member and send it, with your notes as well as a copy of the disciplinary measure, by fax to the AENQ office, where the union advisors will study the file.

It is important to explain the above points to the member. You should also stress the importance of your attendance to a member who does not see why you should be there. In the absence of any witness, the administrator could violate his or her rights.