



AR Guidelines for Member Representation

An AR's primary responsibility in representing members is making sure members have relevant information about their rights under the Agreement and occasionally sitting in on meetings between an administrator and a member. While an AR may become involved in helping to resolve a conflict this is not their primary responsibility.

When needed, an AR should provide advice or contract information if the AR is sure of the response. Either get help or information from the AEA Office if there is a question of how to proceed or if an issue is of a serious nature.

There are three types of "Disciplinary" meetings that an AR may be asked to sit in on.

*Meeting where a teacher is receiving formal discipline i.e. Letter of Reprimand.

*Meeting where a teacher receives written communications that is not formal discipline, (Letter of Concern, Memo of Understanding, etc.)

*Meeting where the administrator is investigating an incident or concern where the teacher is asked to give their response to a change or concern. A teacher may be placed on administrative leave at this meeting.

Teachers have a contractual right to representation when receiving formal discipline and can request representation at other teacher/administrator meetings. If an administrator denies an AR access to a meeting, do not confront the administrator, but do contact the AEA Office.



The AR's primary responsibility when sitting in on a meeting is to serve as a witness to the meeting. It is not your job to "speak" for the member, act in their defense, or to respond to an administrator's request for your opinion.

If a member is being investigated for anything that could be criminal in nature, especially involving allegations of physical or sexual abuse, **DO NOT SIT AS A WITNESS TO A MEETING BETWEEN THE TEACHER AND ADMINISTRATOR AND DO NOT SOLICIT INFORMATION REGARDING THE ISSUE.** Immediately refer these situations to the AEA Office, and advise the teacher not to go to a meeting without first getting AEA representation. Since you are not a lawyer you could become a witness in a later hearing or court action.

An administrator can request a teacher sign either a reprimand or letter of concern. Advise the teacher that signing it only acknowledges acceptance and that they can rebut it later. A teacher can be held insubordinate for refusing to sign.

Only sit in on a meeting when the teacher wants you there. If an administrator asks you to attend a meeting, make sure the teacher is in agreement, otherwise say no and contact the AEA Office.