

NOTICE OF A CONFERENCE

- Administrators must give written notice of a conference:
 - At least 24 hours in advance of the conference
 - Must include the subject of the meeting
 - Must inform member of their right to representation



TYPES OF CONFERENCES

- Attendance/Lateness
- Investigatory
- Observation
- · SOS



UNION REPRESENTATION

- Members should <u>always utilize PFT representation</u> for a formal conference
- Principals <u>cannot</u> force members to meet without representation
- Weingarten Rights



WHO ATTENDS CONFERENCES?

- PFT member
- District Staff Rep OR Building Rep OR any PFT member
- Principal
- Labor Relations Assistant (optional for administration)



WHAT HAPPENS AT A CONFERENCE?

Demonstration by the "PFT Players!"



CONFERENCES Example: ATTENDANCE/LATENESS

ARBITRATION - AUGUST 19, 1985:

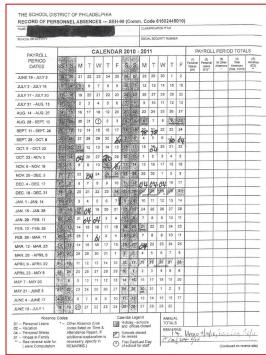
 Arbitrator ruled that the employer has a right to expect the employee to attend work and be on time



Example: ATTENDANCE/LATENESS

THREE CODES THAT TRIGGER & COUNT TOWARD DISCIPLINARY PROCESS:

- 1. 04 Personal Illness
- 2. 31 Illness in the Family
- 3. 61 unapproved absence without pay
 - Five (5) days of F61 determined to be job abandonment and grounds for termination





CONFERENCES Example: ATTENDANCE/LATENESS

ADDITIONAL ITEMS:

- Personal leave is NOT counted in the disciplinary process
- Family Medical Leave Act (FMLA):
 - If you are eligible, the SDP CANNOT discipline you for associated absences
 - Apply for individual Protects you for F04
 - Apply for family member Protects you for F31