WEINGARTEN RIGHTS ITS YOUR REPRESENTATION

You have just been ordered to submit a memorandum. What do you do?

You have the right to seek Union representation. According to the current Bargaining Agreement, under Article 31 B, section 3, you have the right to seek Union representation when you are ordered to submit a memorandum or when you are under investigation. Additionally, you have 48 hours to contact a Union representative to assist you. You have the right to Union representation whenever you feel anything you say and or write could possibly lead to discipline.

If you are denied this right, do not forget that your memorandum is a compelled statement. Include something similar to this in your memo:

On (Month day year), I was ordered to write this memorandum regarding (blank) I demanded a union representative of my choice and asked for additional time to prepare this memo as per Article 31 of the Collective Bargaining Agreement. My understanding was that Union Representative (Blank) was not available today, but is available tomorrow to assist me with this memorandum. However, I was ordered by SBPA (blank) to have this memo completed and turned in by close of business on (Month date.)

Then, have another Agent look over your memorandum before you submit it.

If, after submitting your memorandum, your superior requests that you make changes to it, the Union advises you to make any grammatical changes (remember, your paperwork follows you for your entire career), however, if you are uncomfortable with certain changes to your memorandum, you do not have to make any changes.