



## RED FLAG MOMENTS

There are moments in the life of an education employee that should cause concern and “raise red flags” for a school employee. In those cases, the employee should consider finding an Association Representative (AR) before participating in a meeting with a building administrator or supervisor. Many times, school employees will acquiesce to questioning without representation. That’s not a wise decision! The following list of phrases and situations commonly occur. When faced with the situations and phrases listed below, members should take it as a silent signal that it’s time to find the first available Association Representative. Check out the phraseology!

- ✓ ***You may need an AR when*** a building administrator says, “I just want to talk to you for a minute.” Then, when you walk into the office, a parent, and the principal are seated on the same side of the table.
- ✓ ***You may need an AR when*** you walk into the office and you’re met by two administrators—one is your building principal and the other administrator is from central office and no one bothered to tell you what the meeting was about!
- ✓ ***You may need an AR when*** the administrator starts getting “hot-under-the-collar” with you, and you’re alone.
- ✓ ***You may need an AR when*** the building administrator says, “I’ve had some parent complaints about you.”
- ✓ ***You may need an AR when*** the building administrator says, “I have some concerns we need to talk about.”
- ✓ ***You may need an AR when*** the building administrator says, “There are rumors in the community about you that we need to discuss.”
- ✓ ***You DEFINITELY need an AR when*** the building administrator asks, “Do you want a building rep?” **THE ANSWER IS ALWAYS, “YES!”** If a building administrator is offering a building rep *before* the meeting takes place, you can be assured the meeting will be a serious matter.
- ✓ ***You DEFINITELY need an AR when*** the building administrator uses the following words in the course of the meeting: ***discipline, termination, employment status, or negative evaluation.***
- ✓ ***Know Your Rights—GEA is your advocate in any of these situations!***

### ***What to Say if Management Asks Questions That Could Lead to Discipline:***

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request postponement of this meeting until I can arrange to have a GEA representative present."

Granite UniServ Office – 5180 South 875 East, #1, Murray, UT 84107  
Telephone: (801) 266-4411 Fax: (801) 262-1013  
Directors: [starleen.orullian@utea.org](mailto:starleen.orullian@utea.org) or [nikki.peterson@utea.org](mailto:nikki.peterson@utea.org)

