



IF YOU ARE CHARGED WITH A CIVIL OR CRIMINAL ACTION, AND YOU ARE A MEMBER OF THE ASSOCIATION...

DO:

- Contact your Association Rep. (AR) and/or the UniServ (GEA) office immediately!

YOU HAVE THE RIGHT TO HAVE A BUILDING REP. OR UNISERV DIRECTOR AT ANY MEETING IN WHICH YOU ARE BEING REPRIMANDED, INVESTIGATED OR CHARGED WITH A CIVIL OR CRIMINAL ACTION, OR ACCUSED OF INSUBORDINATION. *DELAY IN CALLING ON YOUR ASSOCIATION REP. COULD MEAN DEFAULT. DON'T WAIT!*

- Make detailed notes of all related events and conversations.
- List names of witnesses.
- Request and keep copies of all documents and papers related to the incident.
- Meet deadlines with **appropriate** responses.
- Maintain a professional manner.



DO NOT:

- Admit guilt or accept blame in any incident before you discuss it with a GEA representative.
- Make any public statements—**PARTICULARLY TO STUDENTS, PARENTS, OR THE MEDIA!**
- Sign papers or agreements.
- Agree to pay any expenses for any damage or to make restitution, etc.
- Reveal your liability coverage(s).
- Agree to take a polygraph test without the advice of legal counsel.
- Seek private legal counsel before consulting with your association UniServ Director.

ASSOCIATION PHONE NUMBER:

UniServ Office (GEA): **266-4411** **FAX: 266-3362**

UniServ Directors: **Star Orullian and Nikki Peterson**
President: **Jay Blain**