IF YOU ARE ASSIGNED WORK BELONGING TO ANOTHER UNION

If you believe you are being asked to perform work typically done by the members of another bargaining unit, please:

1. Clarify the directions you are getting from management, including the exact duties and the length of time you are to perform the duties.
2. Read the statement (below) to the management personnel requesting the work. Sign and date the statement, and ask all witnesses to sign as well.
3. If, after reading the statement, you are still ordered to do the work, do it! Do not risk charges of insubordination. Do the work, then call CTU (355-1903) as soon as you are able to do so.

Read, sign and date this statement if you are asked to do work outside the CTU bargaining unit. Have witnesses sign and date it as well.

“I think you are asking me to perform work which is not CT work. I believe this is grievable and I’m not comfortable. Before I perform the work, I want to call my Union Representative or Contract Administrator for clarification and advice.”

If you are ordered to perform the work, perform the work, and read the following:

“I request an immediate meeting with my Union Representative or Contract Administrator present.”

Name: _______________________ Date: __________

Witnesses: __________________________________
___________________________________________
___________________________________________