

Managing a meeting

with Human Resources



by Ella Forbes-Chilibeck

You've been called into a meeting with your supervisor and a Human Resources representative. This meeting might be about termination, retirement, a significant change in your job responsibilities, or an allegation of harassment.

It is important to try to remain calm and think clearly. The following are five (5) points to keep in mind if you find yourself in such a meeting.

■ Listen

Listen closely to what is being said, and, if appropriate, take notes. If you cannot make notes during the meeting, do so as soon as possible afterwards while events are still fresh in your mind. Sign and date these notes, including the time the notes were made.

■ Clarify

Be cautious but cooperative in what you say in the meeting. Where possible, offer reasonable explanations and provide relevant context. Do not sign anything that is an acceptance of a termination package, an offer that could change your employment or an admission of guilt.

■ When do you need to have it in writing?

If your college is proposing a significant change to the terms and conditions of your employment, if you are being terminated, if you are being pressured to retire, or if harassment is alleged, you should ask the college to set out the details on paper. Normally the documentation will have already been prepared and will be given to you at the meeting.

■ Inform yourself

After the meeting, or beforehand if you are aware of the subject of the meeting and have concerns, you may contact the OCASA office at 1-866-742-5429 or by e-mail at info@ocasa.on.ca or Nelligan O'Brien Payne (OCASA's preferred legal counsel) at 1-888-565-9912 to access legal services. OCASA will be able to determine whether you are eligible for coverage.

■ Access the Legal Consultation Service

The Legal Service Access form can be found on the OCASA website at <http://www.ocasa.on.ca/resources>, through the OCASA office or upon request from Nelligan O'Brien Payne. The completed form should be forwarded to Nelligan O'Brien Payne to initiate service. You can expect a call within 24 hours of contacting Nelligan O'Brien Payne.

Ella Forbes-Chilibeck practises in employment law with the law firm Nelligan O'Brien Payne, OCASA's legal services provider.

Nelligan O'Brien Payne was selected by the Ontario College Administrative Staff Association (OCASA/APACO) as the preferred law firm for its membership.

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