



LOCAL 1039

Communications Workers of America
AFL-CIO

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Alert Archive

1. **Case Workers:** document, document, document every attempt to visit a client!
2. **“Write a statement” requests:** When told by personnel to "write a statement" never, never, never submit it before union review. Too often members unknowingly incriminate themselves or other members with too much detail and/or unnecessary information.
3. **Any member involved with sports, lottery or check pools on state grounds immediately cease and desist this activity.** A.O.4:08 C6 includes unlawfully betting or gambling or promotion thereof on state property as an offense worthy of a maximum penalty of 10 days suspension. Notwithstanding “everyone does it” don’t you be the one to get served with disciplinary action. Any exchange of money constitutes an infraction of this nature.
4. Local 1039 would like to extend personal invitations for worksites, special events etc.
5. Please email the Local at info@cwa1039.org, and provide us with the physical address of your current work location in order to distinguish you from the rest of your division.
6. **Weingarten Alert:** Remember your Weingarten Rights! If you are called into a meeting with your Supervisor or Management you should assert your "Weingarten Rights". You should say to that Supervisor or Manager "Excuse me. If this meeting could lead to discipline action against me I am requesting that my Union representative be present for this meeting." If they state "Yes" then immediately call your Union representative
7. **While Awaiting An Appeal:** There are many reasons for which members may file a contractual or non-contractual grievance. When you file a grievance because your Supervisor instructs you to perform a duty or duties, with in reason, i.e. your life and public safety is not at risk but it goes beyond your job specifications, you are subject to perform the job function until the entire grievance appeal process is completed. Failure to follow the instructions of your Supervisor could lead to disciplinary measures while you await your grievance appeal. It would profit you more to submit your grievance while performing the job.
9. The union rep. shares a unique relationship with the members. Besides providing representation and advocacy, it shares a common bond of confidentiality. As we progress in a case, particularly one that has been negotiated to a “lesser”, please **DO NOT BOAST** about it. It just may cost you the “deal”.

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10. **DON'T BE A CHATTY KATHY**
CWA Local 1039 wants to remind its beloved members that we are here for you. Please don't allow the department to coerce you into writing statements without our direct involvement and even more importantly, **DON'T VOLUNTEER INCRIMINATING INFORMATION!**

11. **It's okay to own a business AND work for the state provided:**
 1. You indicate on the outside activity questionnaire form that you have this business

 2. You don't conduct business on state time

 3. You make all communication on "designated" breaks or lunch

 4. You never use state equipment

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