

# RED FLAG MOMENTS

There are moments in the life of an educator that should cause concern and raise “red flags.” In those cases, the employee should consider finding the CEA Association Building Leader (ABL) in their building or a Jordan UniServ Director **before** participating in a meeting with a building administrator. Many times school employees will acquiesce to questioning without representation. **This is not a wise decision.** The following scenarios *may* occur and a CEA member should view this as a signal that it’s time to find the first available representative!



- R** An administrator requests that you attend a meeting with a parent, and you feel it may become overly emotional, volatile, or think there may be disciplinary action.
- R** You walk into the office, and you’re met by two administrators: one is your building principal, the other administrator is from the district. You are unaware what the meeting may be about.
- R** An administrator starts getting “hot-under-the-collar” with you, and you’re alone.
- R** The building administrator says anything that sounds like:
  - “I’ve had some parent complaints about you.”
  - “I have some concerns we need to talk about.”
  - “There are rumors in the community about you that we need to discuss.”
- R** You **DEFINITELY** need a CEA ABL or UniServ Director when the building administrator asks, “Do you want representation?” **THE ANSWER IS ALWAYS, “YES!”** If a building administrator is offering or suggesting representation prior to the meeting, you can be assured the meeting will be a serious matter.
- R** You **DEFINITELY** need a CEA ABL or UniServ Director when the building administrator uses any of the following words in the course of a meeting: discipline, termination, employment status, or negative evaluation.

**CEA is your advocate anytime employment issues arise!**

**What to say if an administrator 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 CEA representative present.”



*Jordan UniServ Office – Serving Canyons Education Association*  
5180 South 875 East, #2, Murray, UT 84107  
(801) 262-2449  
UniServ Directors  
[jennifer.boehme@myuea.org](mailto:jennifer.boehme@myuea.org) or [jessica.dunn@myuea.org](mailto:jessica.dunn@myuea.org)

