



## What do I do if I have an issue at work?

First, the SDEA member contacts the **Association Representative (AR)** for their site or program.

Second, the SDEA member & AR work together to gather information and decide if the issue is a **contractual violation**, a widely felt concern to **address through organizing**, or maybe both! An **SDEA Contract Specialist** can support ARs in figuring out what path(s) to consider.

### Contract Violations

- Member & AR prepare, schedule, and hold informal **Step 1 grievance meeting** with administrator.
- An **SDEA Contract Specialist** can support ARs & members in preparation.

- If no resolution, AR works with **SDEA Field Organizer** to prepare a **Step 2 grievance** form and hold a Step 2 meeting with the supervisor. *The Step 2 grievance form must be filed within 15 workdays of the violation.*

- If no resolution, AR works with **SDEA Field Organizer** to file a **Step 3 grievance** & beyond.

### Organizing Issues

- AR & other site/program reps schedule a union meeting to discuss the issue and strategize about possible actions & resolutions.
- **SDEA Field Organizers** can support in strategizing.

- SDEA members **engage in collective action(s)** to resolve their issue.

- AR & reps schedule a union meeting to debrief, celebrate success (if applicable), and plan additional actions if needed.
- **SDEA Field Organizers** can support in strategizing.