

# BE CAREFUL: What You Need to Know To Avoid Discipline Leading to Termination

## A Seminar on Disciplinary Issues For OSA/RT Members

You're at work in your agency and a colleague sends you a wonderful email filled with photographs of cute puppies or dancing cats or revealing photos of some celebrity. What do you do with it?

If you answered "forward it to another colleague," **WRONG ANSWER.**

You find a co-worker attractive and you repeatedly compliment him or her, even after s/he has told you to stop. What could be wrong with that?

If you answered "nothing," **WRONG ANSWER.**

Both of these scenarios could lead to disciplinary action by your agency.

So, how can you avoid crossing these lines on the job and better protect yourself from disciplinary action and punishment up to and including termination? Come to a new OSA seminar this fall.

On Tuesday, October 19, 2010 from 6-9pm, OSA Assistant General Counsels Lauren Shapiro and Adam Orgel will present an overview of some of the things that you need to know to help keep

you out of trouble and out of the disciplinary process. Among the topics to be covered are:

- **Thievery** – theft of property, theft of time, theft of services.
- **Time and Leave Violations**
- **Insubordination**
- **Misconduct** – including sexual harassment and use of the employer's property (including your desk, computer and email)

If you would like to take part in the seminar, please complete the coupon below and return it to

the union no later than October 12, 2010.



### OSA SEMINAR ON DISCIPLINARY ISSUES

TUESDAY, OCTOBER 19, 2010 • SEMINAR 6-9PM • REGISTRATION 5:30PM

TO RESERVE, PLEASE COMPLETE AND RETURN THIS COUPON BY OCTOBER 12, 2010 TO:  
OSA, Disciplinary Issues Seminar, 220 E. 23<sup>rd</sup> St., Ste. 707, NY NY 10010 or fax to (212) 686-1231

PRINT NAME: \_\_\_\_\_ SOC. SEC. NO.: \_\_\_\_\_

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