

Seminar on Due Process Rights, Grievances and Disciplinary Procedures

What are your rights on the job as a union member? What can you do when you believe those rights have been violated or compromised? What rules must we observe while working for the City of New York?

On **Thursday, October 5, 2023**, repeated on **Thursday, October 19, 2023**, OSA Associate General Counsel Adam Orgel and members of our grievance team will help you navigate the answers to those questions and more in a single session seminar on due process

rights, grievance procedures and disciplinary issues for OSA members. Among the topics to be covered are:

- **Insubordination** - What is it? What are the exceptions? What are the consequences?
- **Time and Leave Violations**



- **Fraud** – When can on-the-job conduct be considered fraudulent?
- **The Grievance Procedure** – taking the contractual grievance route versus going to the Office of Administrative Trials and Hearings.
- **Out-Of-Title Work:** How is it defined and what are the remedies?
- **Probation and Related Issues**, including putting your title on hold and dealing with extended probation

If you would like to take part in the seminar, please complete the coupon below and return it to the union no later than September 28, 2023 by mail, email or fax.

OSA SEMINAR ON DUE PROCESS, GRIEVANCES AND DISCIPLINARY ISSUES

THURSDAY, OCTOBER 5 OR THURSDAY, OCTOBER 19, 2023 • 6-9PM • ON ZOOM or IN PERSON

TO RESERVE, PLEASE COMPLETE AND RETURN THIS COUPON BY SEPTEMBER 28, 2023 TO:

OSA Grievance Seminar, 220 E. 23rd St., Ste 707, NY NY 10010, fax to (212) 686-1231 or email to seminars@osaunion.org

PRINT NAME: _____ SESSION DATE (CIRCLE): 10/5 10/19

I WILL ATTEND (CIRCLE): ON ZOOM IN PERSON

STREET ADDRESS: _____

CITY/STATE/ZIP: _____ EMPLOYEE ID NO.: _____

AGENCY: _____ CELL PHONE : _____

OFFICE PHONE: _____ HOME PHONE: _____