

Protecting your rights at work

The **PSC-CUNY union contract** sets the terms and conditions of our work, including disciplinary procedures and the complaint and grievance processes. Your rights are established in the contract, the CUNY bylaws, and labor law. The contract is enforced through Article 20, "Complaint, Grievance and Arbitration Procedure."

Complaint:

An informal claim by an employee in the bargaining unit or by the PSC of improper, unfair, arbitrary or discriminatory treatment. A complaint may, but need not, constitute a grievance.

Grievance:

A formal complaint filed by an employee in the bargaining unit or by the PSC in response to a violation of the contract. There is an established series of steps through which the grievance is addressed and resolved.

If you think your rights have been violated or supervisor's instruction is a contract violation:

- Contact your chapter chair and chapter grievance counselor. The PSC also has in-house adjunct grievance counselors and HEO advisors, as well as contract enforcement and legal staff to help. See psc-cuny.org/who-we-are/grievance-counselors/
- Do not refuse a supervisor's directives. Comply now, grieve later. Refuse only if you can objectively justify that following the order would result in doing something illegal or put your health and safety in "imminent danger." If you are in that situation, immediately contact your chapter chair and grievance counselor.
- **A grievance must be filed within 30 workdays.**



What if I'm being disciplined?

If you're asked to attend a meeting where you think you might be disciplined or questioned about something that could lead to discipline, you have a legal right to bring a union representative along with you - but you need to ask! This is called **invoking your Weingarten Rights**. Here's a sample script. If your request for union representation is denied, contact your adjunct grievance counselor.

"If this discussion could in any way lead to discipline, a guidance memo, or affect my personal working conditions, I respectfully request that a union representative be present at this meeting. If this discussion could lead to my being disciplined and you deny my request for representation, I choose not to answer any questions."