

AFSCME LOCAL 2432
UNION ASSISTANCE REQUEST

I hereby request that a Representative of AFSCME Local 2432 investigate the following incident and provide the assistance necessary to obtain the relief sought. Below is noted my personal contact information.

DATE OF REQUEST _____

Personal Information

Full Name: _____
Last *First* *M.I.*

Home Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Cell Phone: () _____ Alternate Phone: () _____

Personal E-mail Address: _____

Employment Information

Classification _____ Work Location _____ Director _____

Date of Hire _____ Shift _____ Days Off _____

DESCRIPTION OF EMPLOYMENT RELATED DISPUTE AND REMEDY SOUGHT

(No other Union assistance will be provided by the AFSCME Local 2432 unless specified in writing)

I HEREBY AUTHORIZE AFSCME LOCAL 2432 TO USE MY NAME IN ANY OF ITS PUBLICATIONS, REGARDING THE OUTCOME OF MY CASE. _____ Initial Here

LIST NAMES OF ALL INDIVIDUALS WHO COULD **POTENTIALLY TESTIFY AGAINST YOU:**

TO BE FILLED BY AFSCME STAFF ONLY

Membership date: _____ Case Type: _____

Case No: _____ Category _____ Representative _____

INITIAL ADVISEMENT CONCERNING AFSCME Local 2432 LEGAL ASSISTANCE

Please be advised that your initial contact with the Local 2432 Attorney regarding your specific case is strictly for the purpose of evaluation of the case to determine potential conflicts, whether the incident occurred within the scope of your official duties as a City of Hollywood employee, and the relative merits (strength) of your case. This is only an initial evaluation of the case, but it is important for you to understand that it is a consultation for evaluation purposes and not an assignment of representation by an attorney. However, any information provided during your initial consultation with a Local 2432 Attorney will be completely confidential under the attorney/client privilege. It is the responsibility of the Local 2432 attorney evaluating your case, to use the information you have provided to determine how best to proceed with your case and whether your position conflicts with the position of the Association as a whole or the position of their members who have also sought the legal assistance of Local 2432 Attorneys. In order to meet the responsibilities, you should expect that it will be necessary to discuss information relating to your case and its merits with the officers, Stewards or other representatives of the Association.

After gathering all pertinent information, an analysis of that information and a determination will be made concerning formal assignment of a Local 2432 Attorney for representation. If no conflicts of interest are apparent in your case, your case presents sufficient merit and you otherwise qualify for legal assistance, you will receive written notification of Local 2432 Attorney representation. On the other hand, if there are questions of merit, such as a relatively minor level of discipline, with no widespread potential effect on the bargaining unit or an extremely strong case against a member with defenses, a merit review before the Executive Board may be required to determine if assignment of a Local 2432 Attorney is warranted. Resolution of conflicts or merit review necessarily involves discussion of your case with other officers, stewards or representatives of Local 2432.

With regard to incidents that occur off duty, upon determination of such facts in the initial consultation, a written notice of non-assignment of Local 2432 representation will be issued.

With regard to Local 2432 legal assistance, if an attorney is assigned as a result of initial evaluation of your case or by direction of the Executive Board after merit review, the following limitations apply to that representation: Local 2432 attorneys will not be able to assert legal positions on your behalf that conflict with positions of the Association as a whole or that of other members who have also sought legal assistance of Local 2432 attorneys. Where a reasonable settlement is offered by the employer and rejected by the member, continued Local 2432 legal assistance must first be approved by the Executive Board. If the Executive Board determines that further legal representation is contrary to the best interest of the Association as a whole, then legal representation will be terminated and the member shall be responsible for any furtherance of the case, including any and all legal expenses, fees, and/or costs associated with the case. If at any point in your legal representation, it becomes apparent that a conflict exists: we may attempt to resolve the conflict; you may be referred to independent outside counsel or you may be denied continued legal representation. You will be notified if such a conflict is discovered and what action will be taken by the Association.

I HEREBY acknowledge reading and understanding the information provided above with regard to any legal assistance benefits.

Member Name (Print) _____

Member Signature _____ **Date** _____

- ◆ Member contacted the AFSCME Local 2432 under emergency circumstances by telephone, and the initial consultation was conducted by telephone conference at which time the member was read and advised of the information set out above.

Local 2432 ATTORNEY _____ **Date** _____

UNDERSTANDING YOUR BENEFITS OF LEGAL ASSISTANCE TO REPRESENTATION FROM AFSCME LOCAL 2432

It is the policy of the Local 2432 legal department to provide legal assistance to you in good faith, consistent with organizational policy, the duty of fair representation owed by the Association to you, applicable laws, regulations and ethical standards. Since Local 2432 is called upon to provide legal assistance to many members with differing and often conflicting interests, you must be aware of the following aspects of your legal assistance relationship with the Local 2432, your responsibility while receiving Local 2432 legal assistance, those of Local 2432 and its attorneys, and the limits of your legal assistance benefits.

First, as to your obligations while receiving Local 2432 legal assistance, it is your responsibility to assist Local 2432 and its staff personnel in gathering case related information, including the names of potential witnesses in this matter. This will allow us to determine the appropriate manner in which to proceed with your case.

Second, as to the responsibilities of Local 2432 attorneys during any legal representation, it is their responsibility to use the information you have provided to determine how best to proceed with your case and whether your position conflicts with the position of the Association as a whole or the position of other members who have also sought the legal assistance of Local 2432 attorneys. In order to meet these responsibilities, you should expect that it will be necessary to discuss information relating to your case and its merits with the other officers, stewards or representatives of the Association.

Finally, as to the limits of your legal assistance benefits you should be aware that Local 2432 Attorneys will not be able to assert legal positions on your behalf that conflict with positions of the Association as a whole or that of other members who have also sought the legal assistance of Local 2432 Attorneys. If at any point in your legal representation it becomes apparent to Local 2432 Legal Staff that a conflict exists: we may attempt to resolve the conflict; you may be referred to Local 2432 approved, independent outside counsel; or you may be denied continued legal representation. You will be notified if such a conflict is discovered and what action will be taken by the Association.

I acknowledge receipt of this disclosure statement, agree to its terms and agree to work cooperatively with my Local 2432 attorney in the handling of this matter.

MEMBER SIGNATURE _____

MEMBER NAME _____
(PLEASE PRINT)

Dated this _____ **day of** _____, **20** _____.