



What to Do if You Find Yourself in a Situation at Work

1. **Keep your cool.** Maintain control of your emotions, even during difficult situations. Always maintain your professional balance.
2. **DO DOCUMENT** the situation as soon as it happens. We recommend keeping a "work journal" to record situations that arise. Be sure to include the date, time, and place of the incident as well as people involved and details about what happened. (DO NOT keep your work journal at work!) Make a chronological list of what happened.
3. **DO CONTACT Alief AFTSE** to let us know what happened. Wait until you have a chance to call AFT. Make sure that you are making the call at an appropriate time (i.e. NOT during class time).
4. **DO KNOW what kind of contract you have.** Probationary and Term contracts have different rules that apply. Non-contract employees also have different rules that apply.
5. **DO NOT compose anything in writing** for your supervisor or administrator while you are upset. This especially includes e-mails. Once you hit "send" you cannot take it back. Contact Alief AFTSE for advisement before writing a response to a write-up or situation.
6. **DO NOT sign a pre-prepared confession** for an offense of any kind or a pre-prepared resignation letter before contacting AFT.
7. **DO sign documentation that is given to you.** Your signature does not admit agreement. It only shows that you have received it. If you prefer, you may write under your signature, "my signature indicates receipt of this document, however, does not indicate agreement".
8. **If you are called into a meeting with an administrator**, bring a pad and pen and take good notes! Call AFT for advice before the meeting if possible, but if not possible call us after the meeting to discuss what happened.
9. **DO NOT engage in gossiping about your situation** or people involved.
10. **A rule of thumb is to "comply now and grieve it later".** If you refuse to comply with a directive, you may end up compounding a situation that could otherwise have been easily resolved.

MOST IMPORTANTLY: Call Alief AFTSE right away! DO NOT wait until the last minute! The earlier we are aware of your issue, the better.

Please allow 24 hours or the next business day for a response.

Ways to contact Alief AFTSE:

→ **PHONE:** 281-589-6644

→ **EMAIL:** aliefaftse@aliefaftse.org