OUTCOME MEETING FAQ

What is an outcome meeting?

An outcome meeting is a meeting between the Employer, the Union, and a member where the Employer provides the member and the Union with their decision regarding a concern or incident. Outcome meetings typically follow an investigation meeting and are generally not held on the same day unless the Employer is unable to meet on two separate days. In this instance, the Employer should caucus prior to providing their decision. Outcome meetings are typically very short.

What does the member have to do in the outcome meeting?

The member's role is to acknowledge that they understand the Employer's decision. They can ask any clarification questions, but they only have to understand the content of the decision, not agree with it. Make sure to prepare the member by going through the process and explaining their role.

What do I have to do during the meeting?

Your role is to clarify any information, support the member, and take notes. Be sure to record what happens during the meeting and the Employer's answers to any of the member's or your questions.

If the Union or the member disagrees with the Employer's decision, what can we do?

The outcome meeting is not the place for those conversations. We want time to strategize without the Employer present and to consult similar cases. Rather, concisely and politely indicate that you understand what they have said and/or provided to you. After the outcome meeting, the member, the Local, and the LRO can discuss what next steps to take.

What types of clarification questions should I ask?

You should ask clarification questions in the instance you do not fully understand the outcome. For example, if the member is issued a suspension, you should clarify what dates it should be served. In the instance the member is asked to complete coursework, you should clarify when it should be completed and how the member will be compensated for their time. Get firm dates in writing.

What should I do after the meeting?

After any type of meeting, always do the following two things:

- **Debrief with the member** – ask how they are feeling and let them know that you will be following up with the LRO and them to talk about next steps, including giving them an overview of the grievance procedure.
- **Report back to your LRO** – make sure to give the LRO copies of all notes and documents and discuss what to do next, such as file a grievance.