

## AFSCME Local 3295 Attorney Information Sheet

**Have you been contacted by OTIS? Are you the accused person in an OTIS investigation? Local 3295 has obtained an attorney on retainer for OTIS investigations.**

### When should I contact the ATTORNEY?

1. An incident occurred, and you've been duty stationed pending the outcome of an OTIS investigation.
2. When OTIS has contacted you for an interview and you're the accused person.
3. You were substantiated by OTIS and would like to appeal.

### When should I contact a UNION STEWARD and NOT the attorney?

1. When OTIS has contacted you as the witness for an OTIS investigation.
2. When HR has contacted you for an HR investigation.
3. When management has contacted you for a disciplinary meeting or investigation.
4. When you're contacted to be interviewed for an E&I investigation.

### Common Questions

**Q:** How much does it cost?

**A:** For dues-paying members there is no cost for representation as approved by the board.

**Q:** Do I have to be a dues-paying member?

**A:** Yes, because the attorney is paid for by Local 3295 union dues, at the time of the incident that led to an OTIS investigation you must be a dues-paying member.

**Q:** How do I confirm or sign up to be a dues-paying member?

**A:** You can call the AFSCME Member Services Center at 1-844-758-6466 or you can check your paystub. If you're not a member and would like to be you can sign-up online at <https://www.join.oregonafscme.org/#join>.

**Q:** If I'm substantiated does that guarantee the attorney will take my case?

**A:** As a dues-paying member it is a guarantee that the attorney will review your case. Picking the case up depends on multiple factors, including the facts of the case, and board approval. If you've been substantiated, please contact the union for more information.

**Q:** What do I say when I contact the attorney?

**A:** "Hi Peter, my name is Jane Doe, and I work at the Oregon State Hospital. I've been contacted by OTIS as an accused person and need representation for my case. Please call me back at 555-555-5555."

**Q:** How long should my phone call with the attorney be?

**A:** Your phone call should be kept under 5 minutes. During this time, you'll **briefly** go over the situation, exchange contact information, and you'll set a meeting to go over everything in detail.

**Q:** If I have an active case how often should I expect to hear from the attorney?

**A:** After initial contact you'll hear back within a couple of days. After your initial meeting Peter will be in contact with you when there's information to relay, or information needed. Some investigations or cases can take up to a year to appear in court, so there may be weeks or months without contact.

### Attorney's information:

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