SEA Members Incident/Issue Flowchart

If a member determines that he or she needs assistance with an incident or issue, the following flowchart will help determine the best path toward resolution. Also keep in mind that there are circumstances that demand immediate attention and must be moved forward. If you have any lingering questions, the best course of action is to contact the building rep.

Member

Ask yourself the following:

- What are the specifics of the incident?
- Who is involved?
- What resolution is sought?
- Any additional information?

Consult Staff Handbook

Resolved

Not Resolved – Need more information

Consult CBA

Resolved

Not Resolved – Need more information

Contact your building rep