

## Checklist for Requesting a 1 hour Consultation with the NASCOE Attorney

- \_\_\_ 1. Are you a regular member of NASCOE with dues paid?  
(You must be a member of NASCOE to be eligible for consideration.)
- \_\_\_ 2. Is your request for a consultation the result of an Agency employment-related issue? (Only employment related issues of the NASCOE member are eligible for consideration.)
- \_\_\_ 3. Have you filed all applicable appeals and/or grievances available to you? Have you complied with all deadlines and timeframes in reference to the employment issue?
- \_\_\_ 4. Have you prepared a narrative of the events in chronological order? (This narrative is needed to review your request by both NASCOE and the attorney. Please include a phone number and time of day when you would be available to discuss the issues.)
- \_\_\_ 5. Have you contacted your State President to discuss your request?
- \_\_\_ 6. Have you considered your expectation of the outcome of your consultation with the attorney? What would you like to accomplish by proceeding with this?

The process:

If you have answered yes to the questions listed above,

1. The State President will review the request and contact the Area Exec with a recommendation.
2. The Area Exec reviews the request, the narrative, and any other documentation. The Area Exec then refers the request to the NASCOE Vice President.
3. NASCOE Vice President will review all submitted information according to the guidelines and may contact you for clarification or additional information.
4. You will be notified of the decision on your request. If approved for consultation with the NASCOE Attorney someone from the attorney's office will contact you.

Any regular NASCOE member may request a one-hour consultation with the NASCOE Attorney by observing the steps listed above. However, this is not an entitlement, and is further limited to job-related issues as they pertain to the NASCOE member's employment with the Agency. All requests will be given full consideration.