

When you call the FEA Office...

- The receptionist will ask you a few questions to determine if you are a member and the nature of your call.
- If you have a work-related problem for which you will need assistance from the UniServ Director, you may be asked to email, or send appropriate documentation or a synopsis/timeline to the FEA office.
- All information you share with the UniServ Staff is confidential.
- No actions will be taken on your behalf without your authorization.
- The UniServ Director, in consultation with the VEA Director of Legal Services, will determine if legal services are necessary and make the appropriate referrals.

UniServ Staff

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| Lynn Clark , UniServ Director | Clusters 3 and 7 | lclark@fairfaxea.org |
| Janet Dawson , UniServ Director | Clusters 4 and 5 | jdawson@fairfaxea.org |
| Joia Jones , UniServ Director | Clusters 6 and 8 | jjones@fairfaxea.org |
| Jake Lemann , UniServ Director | Clusters 1 and 2 | jlemann@fairfaxea.org |