

STEWARD POLICY

(adopted 1/98)

(amended 3/9/06)

(amended 8/9/12)

(amended 10/10/13)

1. Chapters who have by-laws that govern the election of Stewards shall elect their Stewards via ballot.
2. Chapters who do not have by-laws for the election of Stewards shall have the Chapter President nominate members for the position of Steward. (It is expected that chapter Presidents will nominate stewards who are known to have credibility and leadership among the members they will represent.) Stewards who are nominated by chapter presidents shall be appointed by the President of the Association. If there are more volunteers than positions, the members must elect the steward or stewards via ballot.

In the case of chapters with a mixture of agencies, the nomination shall be through a consultation between the chapter presidents, applicable field staff, and the President of the Association. This would apply to any agency that has more than one chapter within its agency. For the purpose of this section, consultation does not need to be face to face or simultaneous.

3. Stewards must agree to attend a minimum of three training sessions per year, unless a particular session spans more than a single day.
4. The number one responsibility of a steward is to build a united, organized, and involved membership in their workplace. The resolution of questions, problems, and grievances is an essential element of this responsibility.
5. Stewards **may** be removed from office by the President of the Association for:
 - a. Not attending training without good cause
 - b. Not processing valid grievances for members within their jurisdiction
 - c. Discriminatory behavior toward any member or group of members
 - d. Any founded violation of the Code of Ethics

Stewards so removed may appeal the decision to the Association's Board of Directors.

Any Steward who is accused of a Code of Ethics Violation shall not represent members until a decision is reached on the charges. (Charge and Trial Board)

Any Steward who is founded for a Code of Ethics Violation shall be **immediately** removed from their position as a Union Steward.

Stewards who are duly elected or appointed by the President of the Association may also be removed from office by special petition and election by the members they represent for violations of #5 above.

Stewards shall receive a job description detailing their duties and responsibilities. That job description shall be considered a part of this policy.

When a steward leaves his or her jurisdiction, terminates employment, resigns, or is removed from office, the position will be filled in accordance with items 1 and 2 of this policy. Stewards who leave office under any circumstances are required to turn over to their successor all paperwork, manuals, case notes and information relating to current and ongoing cases.

STEWARD TRAINING

Rescinded 3/13/08

STEWARD JOB DESCRIPTION

(Amended 3/9/06)

(Amended 8/9/12)

General:

1. The steward is the representative of the union in the workplace.
2. The steward is the first point of contact for workers and management in the workplace.
3. The steward shall answer employees' questions and concerns, work with employees to resolve problems, and handle workplace disputes up to and including Step I, Step II and Step III grievances. Stewards shall also be responsible for Step I and Step II appeals in the case of discipline being given to an employee.

Responsibilities:

- Make immediate contact with new employees
- Conduct orientation of new employees as necessary
- Chart and assess all workers in the work area
- Recruit new members
- Identify and develop worksite leadership
- Implement union initiatives in the workplace for member mobilization, including organizing, representation, and political action
- Play the role of employee representative for Weingarten purposes
- Play the role of employee representative in pre-termination meetings
- Use member-involvement tactics, where appropriate, for resolving workplace disputes
- Communicate to staff and union leaders the "state of the union" in the workplace
- Communicate to members in the workplace the "state of the union" as communicated by staff and union leaders
- Post notices and information from the union on designated union bulletin boards and maintain said bulletin boards
- Participate in and mobilize co-workers in contract campaign activities and other union activities
- Attempt to bring excitement and positivity to the workplace in regard to the union and its activities
- Other duties that serve to build a united, organized, and involved membership in the workplace

All Stewards shall follow the Code Of Ethics as listed in the BOD policy manual...

All Stewards shall complete the Code of Ethics training.

Stewards shall not act in a manner at anytime which is detrimental to the Association or its members.

The SEA, SEIU Local 1984 Commitment to Stewards (amended 3/11/10)

1. Stewards will receive high-quality, comprehensive education and training.
2. Stewards will receive ongoing assistance, support, advice, and mentoring from more experienced stewards, chapter presidents, and local union staff.
3. Grievance Representatives will be specifically assigned the role described above.
4. Except in unusual circumstances, a steward should be able to pick up a telephone and contact a more experienced Steward, Chapter President, Field Representative or Grievance Representative at any time during the business day for assistance, support, advice, and mentoring.