

STEWARD POLICY

(adopted 1/98)
(amended 3/9/06)
(amended 8/9/12)
(amended 10/10/13)
(amended July 9, 2015)

1. Any member may serve as a Steward of the Association.
2. Stewards shall be appointed by the President of the Association, in consultation with Chapter Presidents and SEA Staff, except where Chapter By-Laws call for the election of Stewards, in which case the President shall appoint those members duly elected.
3. All Steward appointments shall be for a three year term.
4. Stewards may be removed or suspended from office by the President of the Association for good cause. Stewards so removed or suspended may appeal the decision to the Association's Board of Director's, whose decision shall be final.
5. Stewards shall receive a job description detailing their duties and responsibilities, which shall be considered a part of this policy.
6. When a steward transfers outside the agency to which they were appointed, terminates employment, resigns or is removed from office, the position will be filled in accordance with this policy. Stewards who leave office under any circumstances shall immediately turn over to the Association; any SEA credentials, all files, manuals, case notes and all necessary information relating to current or ongoing matters.

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Rescinded 3/13/08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.