

THE STEWARD'S RESPONSIBILITIES

1. Give leadership to those they represent.
2. See that all workers are treated equally.
3. Take up all grievances that arise.
4. Stop rumors before they get out of hand.
5. Keep members well-informed on issues that affect the Union - especially the outcome of the grievances.
6. Get the members to know you.
7. Gain their confidence so people will work with you.
8. Set an example for others to follow.
9. Fight against discrimination vigorously and for other basic Union principles and policies.
10. Keep abreast of all significant political developments.
11. Know your supervisor.
12. Know the contract and bargaining procedures.
13. Maintain an atmosphere of receptiveness to new ideas, problems, work or personnel.
14. Attend Union meetings.
15. Check for health and safety hazards.
16. Know all job classifications and hourly rates in the contract.
17. Know the Employer's policies, rules, and regulations.

THE STEWARD IS REQUIRED...

1. To report to the Local Union office, as they occur, any change in the status of the members in the unit, such as:
 - A. Retirements (as early as possible).
 - B. Job openings or jobs filled.
 - C. Deaths.
 - D. Members off due to sickness or accident.
 - E. Members working on permit.
 - F. Any change in job classification or wage scales.
 - G. Inform the Company one month in advance to change union dues when a wage increase comes into effect.
 - H. Follow-up to make sure payroll makes the correct union dues deductions.

2. To maintain a bulletin board where all members of the bargaining unit have access.

To post all material sent by the Local.

To maintain the bulletin board in an orderly fashion, and remove any controversial material, jokes, pictures, etc.

WHAT I NEED...TO DO MY JOB

1. Union Contract.
2. Membership Applications.
3. Union Dues Deduction Authorization Cards.
4. Rebuttal Forms.
5. Grievance Fact Sheets.
6. Seniority Lists.
7. Job Classifications.
8. Spiral Notebook and Pen.
9. Grievance Forms.
10. Record of past grievances settled.
11. Employer's Work Rules.

WHAT DO THE MEMBERS NEED?

1. A feeling of security.
2. A feeling of job growth.
3. A feeling of involvement.
4. A feeling of importance.
5. A feeling of freedom or expression.
6. A sense of dignity.
7. A feeling of being appreciated.
8. A feeling of having their concerns voiced.

THINGS TO DO & THINGS TO AVOID TO BE EFFECTIVE

DO

1. Be firm, but fair and consistent
2. Seek the advice of your Business Representative.
3. Get all the facts and keep written records.
4. Keep members informed on issues that affect them.
5. Attend education classes.
6. Attend Union meetings.
7. Listen to "complaints" as well as grievances.
8. Give credit where credit is due.
9. Keep records of grievance decisions.
10. Discuss work-related problems with co-workers.
11. Prevent grievances when possible by getting the supervisor to consult with you prior to taking action.
12. Know the meaning of contract clauses.
13. Check with members as much as possible.
14. Know your people personally.

DO NOT

1. Be timid or apologetic.
2. Shout, rant or denounce.
3. Be side-tracked with irrelevant issues.
4. Lose your temper.
5. Fall for soft-soap or back-slapping.
6. Play politics with grievances - you represent everyone.
7. Miss meetings.
8. Pretend to know all the answers.
9. Bawl out a member in front of others.
10. File a grievance without investigating.
11. Give out false information.
12. Ask for special privileges.
13. Make side agreements.
14. Knock management unnecessarily.

GRIEVANCES

A grievance shall be filed if a violation of the contract or a practice occurs which endangers life, limb, or property.

When a member feels that he or she must grieve, check the contract to be sure that a grievance is in order. If a grievance is in order, be sure to follow the procedure outlined in your contract to the letter.

When filling out a grievance, there are 6 areas of information which should be determined:

1. Who are the parties involved?
2. What happened?
3. Where did it happen?
4. Why is it a grievance?
5. When did it happen?
6. Send a copy to your Union Representative.
7. WHOA! Go back and check the grievance to be certain that it is filled out correctly within the time limits.

An important item to remember is that in filing a grievance, you must ask for a remedy. That is, the grievant must be made whole!

Every contract outlines a procedure and time limits which must be adhered to when filing a grievance. This is important, because if proper procedures are not followed, the grievance will fail. If the time limits are not adhered to, the grievance will be declared untimely.

If a proper answer to a grievance is not received, it can be advanced to a higher step. The procedure is outlined in your contract and must be followed.

In the event that doubt exists as to whether or not a grievance is in order, contact your Union Representative for clarification.

Always check your contract so all grievances are kept within the appropriate time lines. This is probably the most important single issue in filing a grievance.

GRIEVANCE FACT SHEET

This form is to be used to aid in investigating a grievance. The FACT SHEET outlines the information that will be necessary to develop a strong case. Use additional pages to document all the details. **DO NOT TURN THIS FORM INTO MANAGEMENT; THIS INFORMATION IS FOR THE UNION'S USE ONLY!**

Employer _____

SS# _____

Grievant _____

Department _____

Classification _____

Date of

Hire _____

What happened? Also, describe incident which gave rise to the grievance.

Who was involved? Give names and titles. _____

When did it occur? Give day, time, date(s). _____

Were there any witnesses? Give names and titles. Get a signed statement.

Where did it occur? Specific location(s). _____

Why is this a grievance? What is management violating: contract, rules and regulations, unfair treatment, existing policy, past practice, local, state, federal laws, etc. _____

ARTICLE

SECTION

PAGE

(but not limited to the above _____

What adjustment is required? What do you think management must do to correct the problem? _____

Additional comments. Use reverse side if needed. _____

Grievant's Signature _____

Date _____

Steward's Signature _____

Date _____

NOTE: A COPY OF THIS FORM TO BE COMPLETED BY STEWARD OR OFFICER FILING GRIEVANCE AND TO BE TURNED INTO LOCAL UNION'S GRIEVANCE FILE, ALONG WITH A COPY OF GRIEVANCE AND DISPOSITION.