



HSS DIVISION ALTERNATE STEWARD RESPONSIBILITY & GUIDELINES

1. STEWARD ABSENCE

Assume responsibilities of the Steward when they are not available:

- A. Discuss with your Steward and become familiar with the issues in your jurisdictional area in order to fill in for them in their absence or upon request for assistance.
- B. File grievances, when necessary in the Steward's absence.
- C. Keep the Steward informed of any action that you have taken in their absence.

2. MEETING ATTENDANCE

- A. If the Steward in your jurisdictional area takes an assignment working out of class (WOCC) in a supervisory position you will become the acting Steward in their absence.
- B. Attendance at General Membership Meetings within your jurisdictional area with your Steward is encouraged. If the Steward is unable to attend due to vacation, leave usage, or working out of class, etc., attendance is required.
- C. Attendance at Labor Management meetings in the Chief Steward's district within your jurisdictional area with your Steward is encouraged. If the Steward is unable to attend due to vacation, leave usage, or working out of class, etc., attendance is required.
- D. Mandatory attendance at all scheduled training put on by the local, which may include utilizing some annual leave when the Alternate Stewards presence is requested.

3. READ AND BECOME FAMILIAR WITH...

- A. Human Services Support Collective Bargaining Agreement (HSSCBA)
- B. Service Employees International Union Constitution
- C. SEIU Local 517-M Constitution
- D. Civil Service Rules, Regulations, and Forms
- E. Agency/Department work rules/procedures
- F. Job description of classifications for all members in your jurisdictional area in respective departments or agencies

4. GRIEVANCE PROCESSING

- A. Distinguish between a gripe, complaint and contract violation of the HSS CBA under Article 9, Grievance Procedure. Also be able to explain it to members.
- B. Know how to file and write up a grievance.
- C. Write up grievances when filling in the Steward and process them in a timely manner. Keep Steward informed and gives all documentation to the Steward.
- D. Assist Steward with a tickler file for grievances at all levels to ensure timeliness.
- E. Read and be familiar with applicable sections of the Human Services Support Collective Bargaining Agreement relating to a grievance or complaint before calling your Steward or Chief Steward.

5. GENERAL DUTIES

- A. Stop rumors before they get out of hand
- B. Set an example for others to follow
- C. Complete assignments from the Steward or Chief Steward in a timely manner, i.e. phone network, documents, etc.