



## **HSS DIVISION STEWARD RESPONSIBILITY & GUIDELINES**

### **1. CONDUCTING & ATTENDING MEETINGS:**

- A. Mandatory attendance at General Membership Meetings in the Stewards jurisdictional area except during vacation or leaves of absence. Attendance by Alternate Steward is encouraged and required if Steward is unable to attend due to vacation or leave.
- B. Mandatory attendance at all meetings in their Chief Steward district except during vacation or leaves of absence. Attendance by Alternate Steward is encouraged and required if Steward is unable to attend due to vacation or leave.
- C. Mandatory attendance at all scheduled Steward Training put on by the local and other conferences or events as assigned. Attendance may include utilizing some annual leave and/or attendance on weekends or after hours.

### **2. READ AND BECOME FAMILIAR WITH:**

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

### **3. GRIEVANCE PROCESSING:**

- A. Distinguish between a gripe, complaint, or contract violation of the HSS-CBA under Article 9 Grievance Procedure. Also be able to explain same to members.
- B. Whenever possible, try to resolve issues by discussing the problem with management with prior to filing a formal grievance. If unable to resolve the problems, file a grievance within the timelines outlined in the HSS-CBA.
- C. Write up all grievances that arise and process them in a timely manner.
- D. Keep a tickler file at all levels for timeliness.
- E. Know how to investigate, write up and present a grievance.
- F. Solve non-grievable issues or problems when possible.
- G. Read and be familiar with the applicable sections of the HSS-CBA relating to a grievance or complaint before calling your Chief Steward.

### **4. WORKSITE RESPONSIBILITIES:**

- A. Distributing official SEIU Local 517-M information, i.e. flyers, meeting notices, updates, surveys, etc. to all members at their worksite within your jurisdictional area.
- B. Posting (initial and date) all official SEIU Local 517-M mail on the bulletin board at their worksite within your jurisdictional area as provided in the HSS-CBA, Article 5 - Union Rights, Section 1., Bulletin Board.
- C. Give orientation to new employees as provided in the HSS-CBA, Article 5, Union Rights, and Section 4. Orientation. They should be approached as soon as possible regarding SEIU Local 517-M membership. Introduce yourself and the Alternate Steward to new members within your jurisdictional area and let them know you are available to assist them if necessary.
- D. The Employer will deduct dues or representation fees upon receipt of a unit member's completed and voluntary authorization for payroll deduction of dues as provided in the HSS-CBA, Article 4, Union Dues and Fees, Section 1.

E. Work with management to resolve issues and/or potential issues.

**5. GENERAL DUTIES:**

- A. Stop rumors before they get out of hand.
- B. Set an example for others to follow.
- C. Complete assignments from Chief Steward in a timely manner, i.e. phone network, documents, etc.
- D. Notify the Union Office of any changes in the status of the Alternate Steward for your jurisdictional area in order that an Alternate Steward appointment can be made.
- E. Fight vigorously against discrimination and for other basic Union principles and policies.
- F. Keep aware of all significant political developments, i.e. retirement legislation, appropriations bills for supplemental budgets, etc.
- G. Lobby on political issues affecting SEIU Local 517-M membership.
- H. Educate the workers within your jurisdictional area in the basic principles of the Trade Union movement.
- I. Issue your own Bulletins to all worksites within your jurisdictional area when necessary to keep members informed and to get feedback of members' concerns.
- J. Network and communicate with your Chief Steward and other Stewards concerning the activities of our Union.
- K. Offer to serve on committees to represent SEIU Local 517-M.
- L. Be willing to attend labor functions on behalf of SEIU Local 517-M.
- M. Be willing to volunteer some of your own time (which may include annual leave, evenings and/or weekends) to advance and improve the wages, hours and working conditions of our membership.
- N. Maintain in an orderly fashion Union material accumulated during your term of office.

**6. CHANGE IN WORK LOCATION AND/OR CLASSIFICATION STATUS:**

- A. When a Steward is working in a supervisory position, change in work location, and/or classification status, the Alternate Steward shall become the "acting" Steward. After six months of working out of class, the Steward must either resign from their Steward position or return to the HSS Bargaining Unit.
- B. When a Steward voluntarily agrees to accept a HSS Bargaining Unit position outside of the jurisdictional area to which they were elected, the Steward must resign.
- C. When a Steward voluntarily agrees to accept a HSS Bargaining Unit position at a different worksite but within the same jurisdictional area to which they were elected, they can remain in the Steward position.