

POLICIES CONCERNING 721 STEWARDS

Section 1: Purpose

To provide the criteria for recruitment, selection, election, and retention of Stewards.

Section 2: Steward Empowerment

Local 721 will provide tools and support to stewards in the performance of their duties. Local 721 will vigorously defend the rights of stewards to perform their duties free of intimidation or reprisal. Through contract language and other agreements, Local 721 will pursue policies, such as, but not limited to, expanded release time, to aid stewards in carrying out their duties with greater effectiveness and security.

Section 3: The Role of the SEIU Local 721 Steward

The SEIU Local 721 steward plays a critical leadership role in the union. Each steward is expected to provide fair representation. The steward's role is multi-faceted. Stewards bring to the job a different set of skills, abilities, strengths, and weaknesses. There are four basic roles stewards are expected to perform with the support from union staff, they are:

- Organizer - Stewards are responsible for organizing the workplace to deal with problems as a united group.
- Problem Solver - Stewards are problem solvers - handle grievances, through active listening, and answering questions, mediating, organizing worksite actions, or just offering support or consultation.
- Educator/Communicator - Stewards help members make sense of contractual and legal rights, deliver messages between union members and union leaders, distribute flyers, maintain bulletin boards, and conduct worksite meetings.
- Worksite Leader - Stewards take the lead, speaking up for members with management, and making things happen.

Stewards are expected to be involved on a consistent basis with the program of the union, by attending Union wide steward council meetings, worksite steward council meetings, regional council meetings and/or membership assemblies.

All stewards shall be *educated and trained* in the successful handling of grievances. A steward shall be capable, and willing to handle the initial grievance steps, with support from staff, when needed.

DRAFT POLICIES CONCERNING STEWARDS (continued)**Section 4: Becoming an SEIU Local 721 Steward**

A member becomes a steward through a democratic process in which co-worker support is demonstrated and shall be in accordance with the bylaws, Article 12 Section A, of the Local. Where there are conflicts or issues these shall be addressed by the Regional Councils.

Note: Recognizing that some Memorandums of Understanding (MOU) limit the number of stewards permitted to handle grievances, any member who wishes to become a steward, upon successful completion of the basic training program, the member will be certified by SEIU Local 721 as a new steward and added to the steward's roster, although they may not be recognized by their employer. Until the basic training is completed, the prospective steward will be considered a "steward-in-training".

Section 5: Recalling an SEIU Local 721 Steward

Pursuant to Article 12 Section A, when a steward is to be removed, members must bring the matter before their Regional Steward Council so that all parties have the right to be heard.

Section 6: Steward Training

Local 721 will provide comprehensive, accessible ongoing training for Local 721 stewards. The training will include both classroom and on-the-job components, and the curricula will be developed by the staff in consultation with the Local 721 Training & Education Committee of the 721 Steward Council. Completion of basic steward training is a requirement for becoming a Local 721 steward, and continuing steward education is a requirement for maintaining steward status.

SEIU Local 721 will provide tuition and book reimbursement expenditures to Stewards who successfully complete additional Labor Studies courses at accredited institutions.

(With the approval of the Executive Board pursuant to 721 Tuition Reimbursement Policy)

Section 7: Steward Recognition

Upon successful completion of basic steward training, a steward will receive a Local 721 *Steward Pin* and personalized business cards. All stewards who have completed required training and satisfactorily carried out the basic steward duties will be recognized *annually*. There will be a quarterly steward recognition program as recommended by each region.

Stewards' Recognition Awards & Criteria

In recognition of the leadership, tenure and outstanding work of Local 721 Stewards, the Union shall recognize and reward stewards with Union paraphernalia. Upon the Local's Executive Board's approval of a budget for 721 promotional items, the Steward Recognition Committee will recommend the items to be awarded and the requirements for receiving such items to the Executive Board for its approval. The Steward Recognition Committee shall consist of Stewards from each Local 721 Regional Steward Council.

These policies do not supersede the policies of bargaining units that have affiliation agreements with Local 721 which grant them authority over such matters. The policies will be presented to these bargaining units for consideration.

Acknowledgement/Acceptance Request Form

I _____ hereby acknowledge that I have read and will
(Print Name)

adhere to the ***Policies Concerning Stewards.***

(Signature)

(Date)

Note: Please keep this copy for your records!!

Acknowledgement/Acceptance Request Form

I _____ hereby acknowledge that I have read and will
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(Signature)

(Date)

Note: Please mail this form back in the business reply envelope included.