



SEIU 1000 Policy File

DIVISION 6: STEWARDS

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Contents

6CSD0.00 STEWARDS	2
6CSD0.01 Purpose	2
6CSD0.02 Definitions.....	2
6CSD0.03 Duties and Responsibilities of All Stewards	2
6CSD0.04 Steward Special Expertise.....	3
6CSD0.05 Recording and Reporting	4
6CSD1.00 TRAINING	4
6CSD1.01 Steward Certification Training.....	4
6CSD1.02 Continuous Training	5
6CSD1.03 New MOU Training.....	5
6CSD2.00 STEWARD CERTIFICATION AND	6
CONTINUED CERTIFICATION	6
6CSD2.01 Active members in good standing.....	6
6CSD2.02 Continued Steward Certification.....	6
6CSD3.00 CORRECTIVE ACTION AND SUSPENSION	7
6CSD3.02 Forfeiture of Stewardship.....	8
6CSD3.03 Steward Directory	8

SkillBrief

6CSD0.00 STEWARDS

6CSD0.01 Purpose

Local 1000 fosters the continued growth and development of an effective representation program with the emphasis on qualified stewards, to advocate for the members and fee-payers of SEIU Local 1000 in relevant arenas. (BD14/85/1, CSDC 33/04/4, CSDC 03/06/1, CSDC 16/10/2)

6CSD0.02 Definitions

- (a) Only active members in good standing in Local 1000 are eligible for certification as a steward, (BD 83/86/2, CSDC 03/06/1, CSDC 16/10/2)
- (b) Steward: This level of steward has been trained and certified by Local 1000 to provide effective representation to employees within a designated area. (CSDC 12/87, CSDC 33/04/4, CSDC 03/06/1, CSDC 16/10/2)
- (c) Senior Steward: In addition to the training and certification as a steward this level of steward assists other stewards, coordinates the work of stewards within a particular local of a District Labor Council (DLC) and reports to the Chief Steward. (CSDC 16/10/2)
- (d) Chief Steward: In addition to the training and certification as a steward, this level of steward advises, counsels and directs the activities of Senior Stewards and other stewards within a designated area of jurisdiction, the District Labor Council. (BD 152/85/5, CSDC 16/10/2)

6CSD0.03 Duties and Responsibilities of All Stewards (BD 14/85/1)

- (a) Act as an agent of the union representing and advocating for all Local 1000 represented employees. (CSDC 16/10/2)
- (b) Recruiting employees to union membership, engaging them in union activities, encouraging and developing their skills and leadership.
- (c) Creating and maintaining positive relationships among members, stewards and union staff through effective listening, communication and action.
- (d) Gathering data, maintaining records and reporting to the union as required for contract negotiations, grievances, legislation or other union purposes.

6CSD0.04 Steward Special Expertise (CSDC 16/10/2)

(a) Steward (Organizing)

This designation of stewards will develop expertise and focus on engaging and mobilizing represented employees by developing expertise in:

- (1) Recruiting employees to union membership.
- (2) Listening to represented employees, gathering information regarding their interests, concerns and priorities and reporting such to the union.
- (3) Communicating the union's programs, plans, priorities, accomplishments and challenges to represented employees and the public.
- (4) Organizing and mobilizing represented employees in the workplace, community and political arena.
- (5) Understanding and communicating the Union's political, legislative and electoral priorities.
- (6) Promoting membership in Local 1000's Committee on Political Education (COPE).

(b) Steward (Representation)

This designation of stewards will develop expertise and focus on advocating for individuals and groups in the workplace by developing expertise in:

- (1) Uniting, advising, counseling and assisting represented employees in taking direct action in the workplace to resolve issues
- (2) Preparing and processing:
 - (a) Grievances and complaints.
 - (b) Employee disciplinary cases including "Skelly" hearing and other matters under the authority of the State Personnel Board (SPB)
 - (c) Investigatory interviews of an employee who is the subject of a non-criminal investigation.
 - (d) Absent Without Leave (AWOL) separations and appeals to set aside resignations
 - (e) Issues under the authority of the Public Employment Relations Board (PERB).
 - (f) Matters before the Victims Compensation and Government Claims Board.

(c) Steward (Organizing/Representation)

This designation of stewards will develop expertise in all aspects of advocacy for represented employees in a. and b. above.

6CSD0.05 Recording and Reporting

Recording and reporting shall be a priority for all certified stewards. The reports from stewards on both formal and informal grievances and complaints shall be maintained by headquarters in such a way as to provide stewards with resource information, precedence, past practice and results and to provide our bargaining teams with information about experience factors on issues and provisions contained within the contracts, the DPA and SPB Laws and Rules and departmental policies. (BD 142/85/5)

Stewards shall provide headquarters with timely written information when requested about informal and formal grievances/complaints, meet and confers, steward activities, appeals, and expenses incurred and their contact information, level of experience and willingness to represent co-workers in the worksite. (BD 142/85/5)

6CSD1.00 TRAINING

The training plan is designed to provide a uniform, comprehensive and on-going program of training for the stewards. (BD 141/85/5)

6CSD1.01 Steward Certification Training

(a) Eligibility

Only active members in good standing in units represented by Local 1000 may be enrolled in steward certification training. (CSDC 17/87/2, CSDC 33/04/4, CSDC 03/06/1)

(b) Course Content

Training shall be designed to provide an introduction to union history, mission and structure, the role of stewards, organizing in the workplace, the importance of diversity in the workplace and to insure that stewards are capable of identifying appropriate processes to apply in resolving worksite problems related to scope, matters including the interpretation, application, and enforcement of the contract, and other written rules and policies. This capability will include the analysis, preparation and presentation of grievances and complaints. This is a prerequisite for other Advanced Steward training. (BD 142/85/5, CSDC 25/07/6, CSDC 16/10/2)

6CSD1.02 Continuous Training

Continuous training for stewards shall be provided which will insure improvement in knowledge and skills, which contribute to higher levels of proficiency in uniting, mobilizing and advocating for represented workers. Elements of such training shall be mandatory in accordance with Local 1000 policy. (BD 142/85/85, CSDC 33/04/4, CSDC 16/10/2)

(a) Eligibility

Any active member in good standing certified as a steward in Local 1000 may be enrolled in on-going training. (BD 142/85/5)

(b) Course Content

The content of on-going training shall include, but not be limited to, the subject areas of individual and group workplace representation, organizing, bargaining, politics, governance and other relevant subjects. (BD 142/85/5, CSDC 03/06/1, CSDC 16/10/2)

6CSD1.03 New MOU Training

Effective upon final ratification of each new Memorandum of Understanding (MOU) also called the contract Local 1000 shall conduct training that covers the changes in each successor MOU. The course content shall cover all changes/amendments contained in the successor MOU and their application to Local 1000 represented employees. (CSDC 27/07/6, CSDC 16/10/2)

6CSD2.00 STEWARD CERTIFICATION AND

CONTINUED CERTIFICATION

6CSD2.01 Active members in good standing who wish to be certified as a Local 1000 steward must be so certified as required herein. (CSDC 25/07/6)

(a) Certification criteria

- (1) Must attend and complete required Basic Steward Training.
- (2) Must pass written examination.
- (3) Must, within 30 days of completion of Basic Steward Training, submit a petition with 10% (up to a maximum of 25 signatures) of co-workers at their worksite who support their becoming a certified Local 1000 steward.
- (4) Must be affirmed by the trainer and the Chief Steward designated to attend the basic steward training.

6CSD2.02 Continued Steward Certification (CSDC 25/07/6, CSDC 12/09/2)

A steward is eligible for continued certification provided s/he has:

- (1) Completed any new MOU training within 90 days after its final ratification. (CSDC 16/10/2)
- (2) Completed at least one advanced training course per year (tracked by Local 1000). (CSDC 16/10/2)
- (3) Attended at least two (2) DLC events per year (shall be confirmed by the DLC).
- (4) Met recording and reporting requirements.
- (5) Fulfilled the duties of stewards enumerated in the Policy File.

6CSD3.00 CORRECTIVE ACTION AND SUSPENSION

All actions listed above shall be made in accordance with this section. (BD 142/85/5), (CSDC 25/07/6)

6CSD3.01

(a) Corrective Action

(1) Institution of Action

- a. If the DLC Vice President/Chief Steward, DLC President or if no Chief Steward, Senior Steward, determines the performance of a steward is not satisfactory, he/she will institute corrective action. (CSDC 12/87, CSDC 33/04/4, CSDC 03/06/1, CSDC 16/10/2)

(2) Actions to be taken:

Such corrective action should be progressive in nature in order to allow the steward every opportunity to fulfill his/her responsibilities and to perform his/her duties. (BD142/85/5)

Such actions will include: (BD 142/85/5)

- a. Verbal counseling to advise the steward of any deficiencies and to offer assistance, counseling and/or training as needed: (BD 142/85/5)
- b. Written instructions should be given to the steward if previous counseling has not corrected the problem(s) within twenty-one (21) days of verbal counseling; (BD 142/85/5, CSDC 16/10/2)
- c. If a steward fails to carry out the steward responsibilities the Chief Steward and/or DLC President may remove the steward for cause. (CSDC 12/09/2, CSDC 16/10/2)

(b) Removal

Any steward removed by the DLC Chief Steward or DLC President shall be notified in writing with a copy simultaneously provided to the Vice President for Organizing and Representation. Such notification will include the reason for decertification, evidence of attempts at corrective action and the right to appeal to the Statewide Chief Stewards Committee by written communication to the Vice President for Organizing and Representation within ten (10) days. Any committee member involved in the removal of a steward shall not take part in the deliberations or decision of the Statewide Chief Steward Committee, but may provide information to the committee. Decisions of the Statewide Chief Stewards

Committee regarding decertification may be appealed to the Local 1000 Council. (CSDC 16/10/2)

(c) Suspension

- (1) A Steward, Senior Steward, Chief Steward, DLC President or other elected leader may be placed on suspended status by the Local 1000 President immediately if a complaint alleges that the steward in question is: (CSDC 18/87/2, CSDC 33/04/4, CSDC 03/06/1, 12/09/2)
 - a. Taking part in another organization, which is in competition with Local 1000; (CSDC 18/87/2)
 - b. Undermining the objectives or existence of the SEIU Local 1000. (CSDC 18/87/2)
- (2) The Local 1000 President shall convene a hearing panel, in accordance with 9CSD0.06. (CSDC 03/06/1, CSDC 03/06/1)

6CSD3.02 Forfeiture of Stewardship (CSDC 25/07/6)

(a) A steward shall forfeit his/her position when: (CSDC 4/93/1)

- (1) The steward is no longer a member of the bargaining unit for which the Local 1000 is the exclusive representative, or (CSDC 4/93/1, CSDC 03/06/1)
- (2) The steward resigns from state service or is involuntarily terminated from state service and has concluded his/her administrative appeal rights, or (CSDC 4/93/1, CSDC 03/06/1)
- (3) The steward does not meet the continued certification requirements outlines in 6CSD2.02. (CSDC 25/07/6)
- (4) The steward is removed for cause, or (CSDC 4/93/1, CSDC 86/99/6, CSDC 03/06/1)
- (5) He/she voluntarily resigns as a steward. (CSDC 4/93/1)

6CSD3.03 Steward Directory

(a) A directory of SEIU Local 1000 stewards shall be developed and maintained and shall include the following: (CSDC 21/93/1)

- (1) Name and work location;
- (2) Work phone number;
- (3) Primary area of responsibility and DLC and worksite(s) local designation; (CSDC 21/93/1)
- (4) Other pertinent information such as expertise/focus, completed training courses, etc. (CSDC 16/10/2)