

## JOB STEWARD CHECKLIST

Name \_\_\_\_\_ Chapter \_\_\_\_\_

**Steward: This document is to be returned to your Labor Relations Representative, including any required verification/documents.**

A job steward must complete a minimum of two tasks in each “core requirement” including the mandated tasks (as designated in bold print). At least one task must be completed each month for 12 months.

### *1. Represent bargaining unit members relative to work-related concerns and issues in the work place*

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
File a formal grievance	_____	_____
Meet informally with management on behalf of unit members	_____	_____
Answer members’ general questions regarding the union or work issues	_____	_____
Refer members to proper source for assistance	_____	_____
Seek appropriate answers to members’ questions regarding the union or work issues	_____	_____
<b>Obtain chapter/district grievance form</b>	_____	_____
Represent bargaining unit member in work-related concern (grievance complaint, etc.)	_____	_____
Participate with LRR representing bargaining unit member	_____	_____

### *2. Represent bargaining unit members in matters related to various disciplinary actions*

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
Represent members per established chapter procedures	_____	_____
Keep accurate records	_____	_____
Keep the chief job steward, or appropriate chapter officers, and the LRR informed about potential discipline matters	_____	_____

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
Participate with LRR representing bargaining unit member in disciplinary matter	_____	_____
<b>Distribute “Before Trouble Starts” to at least 10 bargaining unit members (provide names of workers)</b>	_____	_____
Lead discussion with bargaining unit members about “Weingarten” rights	_____	_____
Review your personnel file	_____	_____

**3. Provide contract education for bargaining unit members**

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
<b>Submit written report to chief job steward on representational matter</b>	_____	_____
Report on recent representational matter at a chapter meeting	_____	_____
Write article for chapter newsletter	_____	_____
Sign up three new chapter members or convert three service fee payers to members	_____	_____
Lead contract discussion with bargaining unit member(s) at your work site	_____	_____
Inform new workers of their right to representation	_____	_____

**4. Regularly attend chapter and other designated meetings**

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
<b>Attend at least four chapter meetings</b>	_____	_____
Attend at least one Regional Presidents Meeting	_____	_____
Attend at least one Board of Education meeting	_____	_____
Attend at least one CSEA Chapter Executive Board meeting	_____	_____

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
Attend at least one CSEA workshop after completing job steward training program	_____	_____
Attend at least one Personnel Commission meeting (if in merit system district)	_____	_____
Bring and/or encourage at least three bargaining unit members to attend a chapter meeting (include names)	_____	_____

**5. Enforce the collective bargaining agreement**

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
<b>Obtain copy of the Chapter/District contract</b>	_____	_____
Ensure that the bargaining unit members at your work site have a copy of the contract	_____	_____
Conduct a new worker orientation regarding the contract (include names)	_____	_____
Represent CSEA member in a grievance or resolution of a contractual matter	_____	_____
Participate with LRR in grievance investigation/filing on contractual matter or resolution of a contractual matter	_____	_____

**6. Provide communication between CSEA bargaining committee and bargaining unit members and provide data/input to the bargaining committee**

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
<b>Obtain copy of chapter constitution (submit copy to the field office)</b>	_____	_____
Attend Research/Negotiations workshop	_____	_____
Solicit contract proposal suggestions from at least five bargaining unit members (include names)	_____	_____
Provide input to contract preparation	_____	_____
Identify subjects/issues in need of revised contract provisions and submit to the Negotiations Chairperson	_____	_____

Establish and test phone tree of bargaining unit members at your work site

\_\_\_\_\_

\_\_\_\_\_

Create or update roster of bargaining unit members, including names, home phone numbers and addresses

\_\_\_\_\_

\_\_\_\_\_

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To be completed by Labor Relations Representative

Date completed

LRR initials

Basic steward training attended

\_\_\_\_\_

\_\_\_\_\_

Advanced steward training

\_\_\_\_\_

\_\_\_\_\_

Authorization to participate form complete

\_\_\_\_\_

Chapter C & B language meets criteria

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