

JOB STEWARD CHECKLIST

Name _____

Chapter _____

Steward: This document is to be returned to your Labor Relations Representative, including any required verification/documents. Please submit with Steward Certification Form.

A job steward must complete a minimum of four 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	_____	_____
Obtain chapter/district grievance form	_____	_____
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	_____	_____
Distribute “Before Trouble Starts” to at least 10 bargaining unit members (provide names of workers)	_____	_____
Lead discussion with bargaining unit members about “Weingarten” rights	_____	_____
Review your personnel file	_____	_____
<u>3. Provide contract education for bargaining unit members</u>		

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
Submit written report to chief job steward on representational matter	_____	_____
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>
Attend at least four chapter meetings	_____	_____
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>
Obtain copy of the Chapter/District contract	_____	_____
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>
Obtain copy of chapter constitution (submit copy to the field office)	_____	_____
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	_____	_____

<u>Task</u>	<u>Date completed</u>	<u>LRR initials</u>
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	_____	_____

To be completed by Labor Relations Representative

	<u>Date completed</u>	<u>LRR initials</u>
Basic steward training attended	_____	_____
Advanced steward training	_____	_____
Participated in FO Political Program		_____
Chapter C & B language meets criteria		_____

Update d 11/06