



## **STEWARDS POLICY**

Adopted July 13, 2022

EAA Union Stewards are volunteers whose primary role is to offer support to EAA Leadership, Field Staff and members. Stewards focus on building a strong union presence in the workplace, ensuring justice and safety on the job. Stewards are the union's first line of defense in ensuring the rights and protections governed by our Memoranda of Understanding (MOU) are upheld and can be utilized as the first point of contact for members in need of a witness and/or representation during meetings with management.

Stewards are expected to attend monthly meetings, update members on union news, functions, etc. Stewards are eligible to receive a stipend for attendance and participation in each regular meeting (see Stipend Policy).

### **Nomination Process**

Members interested in becoming a Steward at their worksite must submit a completed Steward Nomination Form with signatures from ten (10) dues-paying members within the same department as the member seeking to be a Steward.

Should a Steward change department, a new Nomination Form must be submitted with ten (10) dues-paying members signatures within the new department. Should a department have less than ten (10) represented members, all must be dues-paying members and provide their signature in support of a Steward Nomination to be eligible for a workplace Steward.

Completed Steward Nomination Forms should be submitted to the Member Relations Specialist.

### **Basic Responsibilities**

Stewards are the first line of communication to the members. EAA relies upon its Stewards to deliver union messages to the membership.

The following is a summary of the Stewards responsibilities:

- Attend monthly Stewards meetings and report back to the members
- Attend Stewards trainings and/or conferences in order to have a better understanding of union business, functions and their role in the various union processes
- Update and maintain Employee Bulletin Boards (if applicable)



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- Be familiar with and encourage members to read the information posted on Employee Bulletin Boards (if applicable) and contained within EAA communications
- Build positive relationships with assigned Labor Representative
- Ensure that members know which Labor Representative is assigned to their department
- Notify Labor Representatives of any changes to past practices, violations of the MOU etc—do not assume that EAA is aware of these changes or violations
- Bring issues of concern from EAA members to the attention of the Board of Governors through the Labor Representatives and/or the Executive Director
- Stop misinformation, rumors or conjecture from spreading and contact the Labor Representatives for clarification and/or facts
- Be knowledgeable of the MOU(s) applicable to the members their departments
- Volunteer at EAA activities, community outreach events and Political Action Committee (PAC) efforts
- Recruit new members from their departments
- Attend New Employee Orientations (NEOs), with EAA staff, in their department, when able
- Notify Labor Representatives of any member that is hospitalized or deceased
- Notify Labor Representatives of members that are retiring

### **Attendance**

Regular attendance at Stewards meetings is required for the Steward to develop and retain current knowledge and information. Any Steward who misses more than six (6) meetings in a calendar year (January to December) will be notified of their removal. Excused absences will be determined on a case by case basis.

Stewards are eligible for the Stewards Bonus Program. See Stipend Policy - Appendix C.