

**Gabriel Dumont
Institute of Native
Studies and Applied
Research (GDI)**

LOCAL 4175

BARGAINING GUIDELINES

2022

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SGEU

Saskatchewan Government and General Employees' Union

**Gabriel Dumont
Institute of Native
Studies and Applied
Research (GDI)
Bargaining Guidelines
2022**

**APPROVED BY THE MEMBERSHIP OF
GABRIEL DUMONT INSTITUTE
LOCAL 4175
ON FEBRUARY 26, 2022**

AND

**APPROVED BY THE
MEMBERSHIP, CONSTITUTION & LEGISLATION COMMITTEE
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**Gabriel Dumont Institute
Local 4175
Bargaining Guidelines
2022**

1. Structure of the Bargaining Unit

1.1 The union members of Gabriel Dumont Institute as defined by the certification order.

This includes the following divisions of GDI:

- a) Gabriel Dumont Administration Offices
- b) Publishing and Curriculum
- c) Dumont Technical Institute and its operations (tech training)
- d) SUNTEP and Gabriel Dumont College
- e) Training and Employment
- f) Gabriel Dumont Libraries
- g) **NSITEP**

1.2 GDI staff shall be allocated to zones depending on their work site. The GDI Bargaining Committee shall allocate new workplaces into the appropriate geographical zone.

Each zone shall work toward having a steward from each work place within the zone and a chief steward.

Zone 1 – Southern Saskatchewan (Regina, Yorkton)

Zone 2 – Central Saskatchewan (Saskatoon, North Battleford, Lloydminster)

Zone 3 – North East (Prince Albert, LaRonge, Nipawan)

Zone 4 – NorthWest (Beauval, Meadow Lake, Ile La Crosse, La Loche, Pinehouse)

2. Roles and Responsibilities

2.1 Stewards

2.1.1 Election of Stewards

- a) Stewards shall be elected by members of the Bargaining Unit.
- b) The election of Stewards shall be held every **two (2)** years.
- c) The election of Stewards shall include a nomination process.
- d) Notice of the steward election will be posted on the Union bulletin board in the worksite, and mailed or sent electronically to the members of the Bargaining Unit for two (2) weeks prior to the steward election meeting. Elections will take place thirty (30) days before the term expires or whenever a vacancy occurs.
- e) The notice shall state: the purpose of the notice, outline the procedures for making nominations, state how and where nominations are to be submitted, state the deadline date for submitting nominations, include information regarding how to access nomination forms, and state the election date, time, location, and voting procedures.
- f) The election of Stewards shall be conducted by secret ballot vote.
- g) Nominees receiving the most number of votes cast shall be deemed elected as Stewards.
- h) At the conclusion of the election, members shall be notified about the outcome of the election of Stewards by posting on the Union bulletin board; or, electronic communication.

2.1.2 Term of Office for Stewards

- a) Stewards will serve for two (2) years.

2.1.3 Stewards shall:

- a) Enforce the provisions of the Collective Agreement and represent members during disputes with the Employer.
- b) Educate the membership about their rights and responsibilities under the Collective Agreement.
- c) Meet with new members to explain the role of the union and the Collective Agreement.

- d) Keep the union bulletin board up-dated.
- e) Maintain an accurate membership list for the union office.

2.1.4 Steward Vacancies

- a) When a vacancy occurs before the expiry of a term, an election by the members of the Bargaining Unit shall be conducted within thirty (30) days of the vacancy.
- b) **The process shall be in accordance with Article 2.1.1 of these Bargaining Guidelines except the term of office shall only be for the remaining term of the vacant position.**

2.2 Chief Steward

The role of the chief steward is to assist stewards and bargaining chairperson and to represent the zone.

2.2.1 Election of the chief steward will be done as follows:

- a) Nominees for chief stewards must already hold the office of steward or Bargaining Committee member.
- b) Shall be encouraged to complete LD 10, 20, and 30.
- c) Elections will take place at the tri-annual meeting
- d) A call for nominations will be posted in each workplace for fourteen (14) days prior to the election. It shall include the date, place and time of the election and who the nominees are. (This may include the name of the returning officer for each voting site).

2.2.2 The term of office shall expire when the chief stewards are elected at the next tri-annual meeting.

2.2.3 Responsibilities and Accountability

- a) Call and chair meetings of the members in his/her zone.
- b) Keep members informed of sector business.
- c) Ensure stewards and Bargaining Committee members are trained and attend LD's.
- d) Assist stewards with the grievance process.
- e) Assist Bargaining Committee with bargaining issues when possible.

- f) Be knowledgeable about the Union, the Sector and the Bargaining Unit/zone.
- g) When a vacancy occurs, the Bargaining Committee will make interim appointments until an election is held.

2.3 Bargaining Committee

Gabriel Dumont Institute shall have a Bargaining Committee consisting of the four (4) chief stewards. The chairperson will be chosen from the members of the Bargaining Committee.

2.4 Term of Office

The Bargaining Committee shall serve a term determined by the length of the collective agreement. The Bargaining Committee shall remain in place until a new committee is elected. Each time a new collective agreement is to be negotiated there should be an election of a bargaining committee.

2.5 Bargaining Committee Chairperson

2.5.1 The Bargaining Committee will choose the chairperson from among them.

2.5.2 The chairperson will serve the same term as the Bargaining Committee.

2.5.3 The chairperson shall:

- a) Call and chair committee and membership meetings;
- b) Be the chief spokesperson for the Bargaining Committee and Bargaining Unit members;
- c) Organize and distribute information the committee may require;
- d) Communicate with the Labour Relations Officer (LRO – Union Rep), the Sector chairperson and the President of the Union, where applicable;
- e) Appoint a member to fill a vacant position on the Bargaining Committee until an election can be held;
- f) Appoint members to the Joint Resolution Panel as needed. (Typically, the grievor, the steward, and the Agreement Administration Advisor).

2.6 Union Management Committees (where applicable)

2.6.1 Dispute Resolution Panel - as per the CBA as required.

2.6.2 Joint Benefit Management Committee - elected by the delegates at every third annual general meeting for a three (3) year term.

2.7 Grievance Committee

2.7.1 The Bargaining Committee shall act as the Grievance Committee.

2.7.2 The Grievance Committee shall handle the initial stages of grievances in the Bargaining Unit/Local and **work with the Labour Relations Officer to follow the grievance procedures as directed by the pertaining articles of the Collective Agreement and in accordance with SGEU policy.**

2.8 Occupational Health and Safety Committee

2.8.1 Where applicable, the Occupational Health Committee shall be comprised of: two (2) or three (3) worker representatives and, in accordance with SGEU Constitution, at least one (1) Steward.

2.8.2 Election of Worker Representatives

- a) Worker Representatives shall be elected by the workers of the worksite that they represent.
- b) Elections of Worker Representatives shall occur every three (3) years.
- c) Elections of Worker Representatives in each worksite shall occur between the period of April 1st and June 30th.
- d) Stewards shall be responsible for conducting the election of Worker Representatives.
- e) The election of Worker Representatives shall include a nomination process.
- f) A notice shall be posted on the Union bulletin board in the applicable worksite fourteen (14) days prior to the date of election.
- g) The notice shall state: the purpose of the notice, outline the procedures for making nominations, state how and where nominations are to be submitted, state a specific date for when nominations need to be submitted, include information regarding

how to access nomination forms, and state the election date, time, location, and voting procedures.

- h) The election of Worker Representatives shall be conducted by secret ballot vote. Stewards shall provide the voting ballots on the day of election.
- i) The two (2) or three (3) nominees receiving the most votes will be deemed elected as the Worker Representative for the applicable worksite.
- j) Results of the election of Worker Representatives shall be posted on the Union bulletin board in the applicable worksite upon conclusion of the election.

2.8.3 Election of Steward Representative

- a) Elected Stewards shall elect a Steward Representative to serve a term of office on the Occupational Health Committee.

2.8.4 Term of Office for Steward and Worker Representatives

- a) The Steward Representative and Worker Representatives shall serve a three (3) year term or whenever a vacancy occurs shall serve for the remainder of the vacant term.

2.8.5 Responsibilities of Steward and Worker Representatives

- a) Participate in the identification and control of health and safety hazards in or at the place of employment.
- b) Cooperate with the occupational health and safety service, if any, established for the place of employment.
- c) Receive and distribute to workers information regarding health and safety.
- d) Receive, consider and resolve matters respecting the health and safety of workers.
- e) Carry out any other duties that are specified in The Occupational Health and Safety Act and prescribed in The Occupational Health and Safety Regulations.

2.8.6 Occupational Health Committee Vacancies

- a) When a worker vacancy occurs before the expiry of a term, an election by the workers of the worksite shall be conducted within

thirty (30) days of the vacancy and in accordance with Article 2.7.2 of these Bargaining Guidelines.

3. Oath of Office for Elected Officials

3.1 In accordance with SGEU Constitution, all elected officials shall take the Oath of Office as follows:

3.1.1 “In accepting nomination, I _____ do hereby sincerely pledge my word to the Saskatchewan Government and General Employees’ Union, that I will truly and faithfully perform the duties of my Office in accordance with the SGEU Constitution, the Statement of Equality, the Policies and Bylaws of the Union. I will safeguard and protect the assets of the Union and return all assets when I am no longer a member of the Union.”

4. Recall of Elected Officials

4.1 An elected member may be subject to a recall process for cause or breaches of the Code of Ethics as outlined in the SGEU Constitution.

4.2 Elected officials of the Bargaining Unit include: Stewards, Chief Stewards, Members of the Negotiating Committee, the Negotiating Bargaining Committee Chairperson, and Worker Representatives of the Occupational Health Committee, and any position so designated as an Elected Official by SGEU Constitution.

4.3 An elected official may be subject to a recall process in accordance with SGEU Constitution.

4.4 A recall of one (1) or more of its elected officials may do so subject to the following stipulations.

4.4.1 Petition Process

- a) Recall must be petitioned for by twenty-five percent (25%) of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear and concise language.
- b) Upon receiving the duly signed petition, the elected official responsible for the person being recalled will call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days in advance. The notice must include the time, date, location and purpose.
- c) The official facing recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote

will take place. Such notice shall be at least fourteen (14) days prior to the meeting.

4.4.2 Recall Process

- a) The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.
- b) The two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are members of the Committee/Councils or Delegates to the body that elected the person being recalled can vote on the recall.
- c) Voting shall be done by secret ballot.
- d) Vacancies created by a recall shall be filled following the election process for other vacant positions.

5. Role of Staff Assigned - Labour Relations Officer (LRO)

5.1 The LRO's role is advisory subject to assistance required by the Bargaining Unit/Local.

5.2 The Director of **Labour Relations** makes appointment of the LRO as per the SGEU Constitution.

6. Proposals Gathering and Package Ratification

6.1 Every member of the Bargaining Unit has the right to submit proposals for changes to the Collective Agreement.

6.2 Format of Proposals

6.2.1 A proposal must be in written form and worded clearly.

6.2.2 Proposals shall include:

- a) statement of the desired change;
- b) reasons for the change;
- c) references to current articles in the agreement ,and
- d) references to other agreements, if applicable.

6.3 Proposals Gathering

- a) The Bargaining Committee must notify the membership when and how to submit proposals by a notice on the union bulletin board.
- b) Call for proposals shall be made when the new Bargaining Committee is selected.
- c) These proposals must be submitted more than sixty (60) days prior to the expiration of the Collective Agreement.
- d) Membership meetings will be held by the Bargaining Committee to discuss changes to the Collective Agreement and construct proposals.
- e) The Bargaining Committee will put together a proposals package taking into consideration the intentions of the membership and the policies and objectives of the Union.

6.4 Ratification of the Proposals Package

6.4.1 Ratification by the Membership

- a) The Bargaining Committee chairperson shall call a tri-annual general meeting to ratify proposals. The delegates shall be the Bargaining Committee, chief stewards and stewards. The tri-annual general meeting shall be held in the fall prior to the year of expiration of the Collective Agreement.
- b) Notice shall be posted fourteen (14) days in advance stating the purpose, location and time of the meeting.
- c) Late proposals may be presented at a ratification meeting and shall be included with the final package by a fifty percent (50%) plus one (1) vote of the person at the meeting.

6.4.2 Following ratification by the delegates of tri-annual general meeting, the proposals package is ready to present to the Employer by the Bargaining Committee during negotiations.

7. Ratification of the Tentative Agreement

Through negotiations with the Employer a tentative agreement or memorandum of agreement is put together which must be ratified by both the Bargaining Unit membership and the Employer.

7.1 Ratification is described as per the SGEU Constitution.

- a) The tentative agreement must be presented to the Education Sector Executive for review and approval.
- b) The tentative agreement must be presented to the Administration Committee of Provincial Council for approval.
- c) Upon receiving the approval to hold a ratification vote, the Bargaining Committee will hold membership meetings in as many locations as possible, to provide information on the tentative agreement and to conduct the ratification vote. The Bargaining Committee chairperson will, if possible, chair all membership ratification meetings. All members of the Bargaining Committee and the LRO(s) will attend as many of these meetings as possible.
- d) Notice shall be posted fourteen (14) days in advance stating the purpose, locations and time of the meeting.
- e) A member of Provincial Council, not associated with this Bargaining Unit, must be present as scrutineer when the ratification ballots are counted.
- f) The tentative agreement shall be considered ratified with a simple majority of the voting members.

7.2 Mail-in Ballots

7.2.1 The policy for membership ratification and strike votes shall be that such votes take place at membership meetings called for that purpose. Under special circumstances (e.g. sickness, vacation, isolated access to meetings) any member may request a mail-in ballot from the Bargaining Committee.

7.2.2 A member's request for a mail-in ballot shall be in writing or by telephone. The member must provide his/her name, address and bargaining unit, and reason for the request. Mail in ballots must be received no later than fourteen (14) days from the day they are mailed out.

7.2.3 A list of members requesting mail-in ballots shall be maintained by the Bargaining Committee.

7.2.4 A double envelope system shall be used for the mail-in ballots. On the outside envelope, shall be the member's name, address and Bargaining Unit, so as to allow verification to the membership list and to avoid double voting.

- 7.2.5** A Provincial Council Member, not representing GDI, shall act as a scrutineer of the mailed ballot voting to ensure a secret vote.
- 7.2.6** When counting the vote, the double envelope ballot will be destroyed.
- 7.2.7** Arrangements may be made with the administrative staff of SGEU to submit a double ballot via email.
- 8. Job Action**
- 8.1** Prior to withdrawal of services, the Bargaining Committee shall conduct a vote by secret ballot in the membership.
- 8.2** The secret ballot vote shall be conducted at special meetings called for this purpose and/or by mail-in ballots.
- 8.3** Those members who vote shall constitute a quorum and the decision shall be by a vote of fifty percent (50%) plus one (1) of those voting.
- 8.4** When strike ballots are being counted the Bargaining Committee shall ensure that a Provincial Council member, not representing the Committee directly, is there as a scrutineer.
- 8.5** The Bargaining Committee shall keep the Education Sector Executive and Provincial Council informed on strike situations to ensure that such action shall receive every support that the Union can offer.
- 8.6** The Bargaining Committee shall recommend strike payment to the Education Sector Executive and shall contact the Administration Committee of Provincial Council regarding access to the Defense Fund and repayment provisions.
- 8.7** Results of a strike vote shall be released at the discretion of the Bargaining Committee.
- 8.8** In the case of strike action, the regulations as laid down from time to time in the Strike Manual shall be adhered to.
- 9. Communications**
- 9.1 Media**
- 9.1.1** The Bargaining Committee shall determine who will act as spokesperson on behalf of the Bargaining Unit.
- 9.1.2** All public statements shall be consistent with union policy and principles.

9.1.3 Public statements issued shall be approved in advance by the Bargaining Committee subject to written approval by the President of the Union or his/her designate.

9.2 Membership

9.2.1 Membership meetings shall be held during the course of collective bargaining to report to members and to receive feedback from the membership.

9.2.2 A bargaining report shall be made available to the Bargaining Unit membership during the course of collective bargaining.

9.3 Sector/Provincial Council

9.3.1 Any pertinent information during the course of collective bargaining shall be communicated via written bargaining reports to the Education Sector Executive and the Administration Committee of Provincial Council.

10. Annual General Meeting

10.1 The Annual General Meeting will take place at a place designated by the Bargaining Committee on a Saturday during the 2nd Quarter of each year.

10.2 Rules of Order for All Membership Meetings shall be conducted in accordance with SGEU Constitution.

10.3 The Order of Business at any membership meeting of the Bargaining Unit shall follow the Membership, Constitution and Legislation (MC&L) Committee SAMPLE Bargaining Guidelines and include:

10.3.1 Statement of Equality and Statement of Acknowledgement.

10.3.2 Appointment of Ombudsperson.

10.3.3 Adoption of the Agenda.

10.3.4 Adoption of the Previous Minutes.

10.4 All membership meetings shall keep an official record of minutes of all proceedings in accordance with SGEU Policy.

10.4.1 Official records of minutes shall include:

- a) Place (community and location), time, date, and recorded proceedings.

- b) Name of Chairperson, name of minute recorder, list of all those in attendance, and list guests/resource people in attendance.
- c) All motions made at the meeting including the name of member who moved, the name of the member who seconded, and the decision of the motion as to whether the motion was carried, defeated, amended, referred, tabled, or withdrawn.
- d) An accurate reflection of the actions taken and decision made regarding the business of the meeting.
- e) Documents regarding committee business, such as reports and financial statements shall be attached to the minutes by the recorder of the minutes.

10.5 At the close of each membership meeting of the bargaining unit, the Secretary or designated recorder of the minutes shall sign the attendance list directly below the last signature in accordance with SGEU Policy.

10.6 After adoption, the minutes will be signed by the Chair and the Secretary or designated recorder of the minutes and be kept in a binder designated for meeting minutes and be the official record of all business done in the bargaining unit in accordance with SGEU Policy.

10.7 Quorum of a membership meeting of the Bargaining Unit shall be fifty per cent (50%) plus one (1) of those members in attendance at the start of the meeting.

10.8 The Chairperson of the membership meeting will vote only in the case of when a tie in vote occurs.

10.9 There will be no proxy voting at membership meetings in accordance with SGEU Constitution.

11. Amendments to Bargaining Guidelines

11.1 Every member of the Bargaining Unit has the right to submit proposals for amendments to the Bargaining Guidelines.

11.2 Amendments to these Bargaining Guidelines shall be made at an annual meeting of the Bargaining Unit membership.

11.3 All amendments must conform to the SGEU Constitution and Policy Manual.

11.4 Amendments must be ratified by a fifty percent (50%) plus one (1) vote of the membership present at the meeting.

11.5 Amendments to these Bargaining Guidelines shall follow the Membership, Constitution and Legislation (MC&L) Committee SAMPLE Bargaining Guidelines document.

APPENDIX 1 – STEWARD ROLES AND RESPONSIBILITIES

The Steward is one of the most important positions within the labour movement and probably the most recognizable. You are the first person that members in your assigned area contact for information about their workplace, Union, CBA and for help resolving workplace issues. As a Steward, you are a vital link between the members, your local (or Bargaining Unit), SGEU and management.

To many members, the Steward is "the Union," and their relationship with the Steward will have significant influence on their view of SGEU. Through their actions, attitude and approach, Stewards are the SGEU that our members will remember. Therefore, it is critical that the image and reputation put forward by the Steward is one worthy of their trust, confidence and respect.

Under the guidance of your Chief Steward, you will work collectively with other Stewards, elected leaders, SGEU LROs, Bargaining Unit and sector officials. Our members will most often turn to you, the Steward, when seeking advice. In order for their opinions to be valued, the Steward must be familiar with several documents including: the SGEU Constitution, Sector Bylaws, their CBA, workplace policies and practices, and any relevant legislation. Above all, the Steward must be a fair and objective advocate for all members in their workplace.

Qualities of an Effective Steward

- **Able to Resolve Conflict:** You will be recognized as a good problem solver.
- **Credible and Reliable:** You will be seen as an honest and credible person with a high degree of integrity who respects the privacy and confidentiality of each member.
- **Assertive:** You will be assertive (not aggressive) and decisive, with the ability to deliver difficult and unpopular news.
- **Respected:** You will be recognized and respected for possessing a strong work ethic. The Steward is positive, motivated, enthusiastic and an energetic supporter (and promoter) of the Union.
- **Diplomatic:** You will demonstrate commitment to the principles of justice, equality, security, fairness and democracy.
- **Compassionate:** A Steward needs to be compassionate and able to develop a rapport with the members. You will make members feel comfortable and provide them with support and encouragement.

- **Able to Communicate Clearly:** A Steward needs well developed communication skills, including the ability and willingness to give your undivided attention. You will be thorough, well organized and empower members to help themselves by providing them with information and support.

Key Responsibilities and Workplace Expectations

As an SGEU Steward, your key responsibilities include:

- Building solidarity and promoting harmonious relationships among the members and discouraging factional bickering in the workplace.
- Serving as the protector of the rights of our members.
- Enforcing the CBA and/or any applicable legislation by identifying violations, investigating complaints and meeting with management to solve problems or file grievances.
- Providing information on programs available to members through the Union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans.
- Defending the Union from harmful rumors by promoting and maintaining a positive, professional and proactive relationship, both within the Union and between the Union and management.
- Investigating and responding to members' concerns in a timely fashion.
- Gathering necessary research materials to support your Bargaining Unit's Negotiating Committee.
- Learning from your fellow members by asking for their advice. Their knowledge, strengths and experiences may help you to help others.

Union Expectations

Your fellow members expect you, as a Steward, to:

- Support and cooperate with your Chief Steward, local executive, and SGEU leaders and their appointees, and never work in conflict with them.
- Get to know SGEU, including understanding our history, structure, mission and role within the labour community.
- Encourage members to attend meetings and (when asked) offer a brief report on the issues discussed at the meeting in such a way that those who did not attend will recognize their importance.

- Maintain open lines of communication with the Chief Steward, other Stewards, officers, members and the SGEU Office.
- Report to the local executive the successes and challenges you have faced.
- Ensure that all members are abiding by the rules set forth in the SGEU Constitution and your Local Bylaws.
- Attend and actively participate in Union meetings.
- Attend training sessions offered by the Union.
- Promote union-building activities such as: welcoming new members, recruiting volunteers to become actively involved in Union affairs and exploring opportunities for increased membership participation.
- Promote and support the "union label" by buying products that have been produced by unionized workers.

Standing in solidarity with SGEU, you will help us succeed in our efforts to enrich the lives of the working men and women. Stewards are the backbone of the labour movement and the front rank of every battle!

APPENDIX 2 – CHIEF STEWARD ROLES AND RESPONSIBILITIES

You are a workplace leader who represents SGEU, coordinates Stewards and enforces the Collective Bargaining Agreement (CBA). You work collectively with Stewards, elected leaders, and SGEU staff in your workplace, Bargaining Unit and sector. You also deal with management on behalf of the Union. As Chief Steward, you fulfill the duties of a Steward, but also work with other Stewards in your zone to do the following:

Communication

- Encourage Stewards to approach you with questions about processes, contract interpretation and reports of workplace conflicts and issues.
- Advise Stewards and other members about Union activities and advise Bargaining Unit and sector leaders about workplace developments.
- Ensure new member orientations are occurring as needed.
- Ensure you have a strong relationship with the assigned SGEU LRO.
- Inform Stewards and members about changes in or interpretation of the CBA, as well as relevant arbitration decisions.
- Be accessible to Stewards by telephone or in person.

Conflict Resolution

- Assist in resolving conflicts between members and Stewards or between members and the employer.
- Be knowledgeable about both workplace and Union harassment policies and procedures.
- Encourage Stewards to talk to you when they encounter harassment in the Union or in the workplace, and work with Stewards and/or the SGEU LRO to resolve the problem.
- Hold regular meetings of all Stewards. Topics should include current workplace issues, barriers facing equity-group Stewards, discrimination/harassment of Stewards in the Union and the workplace, and strategies to address issues.
- Work to dispel, not encourage, rumors.

Grievance Coordination

- Assign complaints and grievances to Stewards in your zone, taking into account:
 - Stewards' specialized knowledge.
 - The chance for new Stewards to gain experience.
 - The need to prevent Steward burnout.
- Respect members' right to work with the Steward of their choice. Assist Stewards, as needed, in writing and investigating grievances properly, and in judging whether a complaint is a grievance.
- In communications with the SGEU LRO, keep track of filed grievances and ensure the necessary tasks are completed.
- Inform Stewards that all grievances are to be fully investigated in order to identify any violations of the CBA and/or any other statutes or laws, before being filed. Educate Stewards on the internal appeal processes.
- Ensure contract enforcement by:
 - Not agreeing to any deal that violates the provisions in the CBA or any other rights defined in a statute.
 - Challenging violations of the CBA and other rights defined in a statute.

Leadership

- Promote maximum involvement by members in Union activities, especially within the collective bargaining process.
- Delegate duties to Stewards (and to panel reps where relevant).
- Call and chair regular Steward meetings to share information, identify best practices, and review grievances and other workplace issues.
- Chair other meetings when necessary, such as membership or Union Management Committee meetings.

Recruitment

- Actively recruit new Stewards with the goal of achieving a representative Steward body in SGEU.

Mentoring and Training

- Ensure you are familiar with your CBA, related legislation, workplace policies and procedures, SGEU policies, the Steward Manual and Union resource people.
- Complete training as set out in SGEU's policy.
- Orient new Stewards and support them to meet the expectations set out in the Steward job description.

Mentoring Arrangements for New Stewards

- Encourage Stewards to take appropriate training, such as LD 10, LD 11, LD 20, LD 30 and conflict resolution training.
- Update Stewards about education opportunities.
- Encourage Stewards to set appropriate limits to prevent stress and burnout.

Administrative Duties

- Ensure elections are held for positions of Stewards and representatives for your workplace OH&S Committee.
- Ensure that Stewards are registered with SGEU membership records after each election.

Ensure distribution and posting of Union information within your zone.