

# SGEU SOUTHERN COLLEGES BARGAINING GUIDELINES

As revised at the  
Southern Colleges Proposals Conference  
**March 21 & 22, 2016**

Approved by the Membership/Constitution and Legislation Committee on  
**May 5, 2016**

The logo for the Southern Graduate Employees' Union (SGEU). It features the letters "SGEU" in a bold, white, sans-serif font. The letters are set against a background that is split horizontally: the top half is yellow and the bottom half is red.

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Appendix A – Steward Job Description

Appendix B – Chief Steward Job Description

## **Bargaining Guidelines for:**

4039-01	Carlton Trail College
4039-02	Cumberland College
4039-03	North West College
4039-04	Great Plains College – unionized members
4039-05	Southeast College
4039-06	Parkland College

### **1.0 Definitions**

- 1.1 Simple majority - 50% of the votes plus one;
- 1.2 Plurality - the one who receives the most votes;
- 1.3 AGM - Annual General Meeting;
- 1.4 Recall - a process by which an elected official can be removed from his/her office;
- 1.5 Bargaining Unit - the individual certified College;
- 1.6 Bargaining Committee - provincially structured Committee

### **2.0 Structure of the Individual Bargaining Unit**

- 1. Each College Unit will elect an executive composed of four (4) members, who will be designated as Chairperson, Vice-Chairperson, Chief Steward and Secretary/Treasurer, one of whom will be elected as the representative to the Provincial Bargaining Committee and Sector Executive.
- 2. Each unit executive will be elected biennially at a unit membership meeting called by the previous unit committee. There will be at least ten (10) days notice for such meeting. Each unit has their own individual election process.
- 3. Should any position on the unit executive become vacant during the year, the remaining member(s) of the unit committee will call a special unit membership meeting within twenty-one (21) days and upon at least ten (10) days notice for the purpose of filling any vacant positions.
- 4. The duties of the unit executive will be to manage the affairs of the unit, and to ensure the fullest possible participation of the unit's membership in the development of proposals for amendments to the Collective Bargaining Agreement.

5. Each unit Chairperson shall ensure the proper election and appointment of stewards so as to ensure that each member has access to Union representation.

### **3.0 Roles and Responsibilities**

#### **3.1 Stewards**

- 3.1.1 Notice of the steward election will be posted/mailed out at least fourteen (14) days prior to the meeting.
- 3.1.2 Elections will take place thirty (30) days before the term expires or whenever a vacancy occurs.
- 3.1.3 Stewards will serve for two (2) years elected in even years.
- 3.1.4 Stewards should already have completed a LD 10 course, or be willing to complete a LD 10 within their term of office.
- 3.1.5 Stewards shall fulfill the requirements of the Steward Job Description identified as Appendix A.

#### **3.2 Chief Steward**

- 3.2.1 The role of the chief steward is to assist stewards and unit executive and to represent the Bargaining Unit.
- 3.2.2 Election of the Chief Steward will be done as follows:
  - 3.2.2.1 Nominees for chief stewards must already hold the office of steward or be a bargaining committee member and have completed LD 10 and be willing to complete LD 20 during the term of their office.
  - 3.2.2.2 Elections will be held at least thirty (30) days prior to the end of the term of office or whenever a vacancy occurs.
  - 3.2.2.3 A call for nominations will be posted in each workplace for at least fourteen (14) days prior to the election.
  - 3.2.2.4 Notice for election shall include the date, place and time of the election and who the nominees are.
- 3.2.3 The term of office will be for two (2) years, elected in odd years.

3.2.4 When a vacancy occurs, the Bargaining Unit Executive will make interim appointments until an election is held.

3.2.5 The Chief Steward shall fulfill the requirements as per the Chief Steward Job Description as identified in Appendix B.

### **3.3 Bargaining Committee**

3.3.1 The Southern Colleges Bargaining Committee shall consist of a representative from each unionized College.

3.3.2 Role of the Provincial Bargaining Committee

3.3.3 The Provincial Bargaining Committee shall have the sole responsibility to negotiate all provisions, proposals and amendments to the Collective Bargaining Agreement as ratified by the membership. Local provisions may be negotiated by the Provincial Bargaining Committee covering individual units. Such local provisions shall nevertheless be contained in the Collective Bargaining Agreement.

3.3.4 Issues arising in the interim are to be dealt with by the Provincial Bargaining Committee. Settlement of interim issues are subject to ratification by the Unit affected.

3.3.5 Any communication with the employer regarding negotiations shall be approved in advance by the Provincial Bargaining Committee.

3.3.6 The Provincial Bargaining Committee is responsible for short term decisions with regard to negotiations and bargaining strategies.

3.3.7 Represent the views of their unit membership at meetings.

3.3.8 Educate the unit membership about the proposal package and bargaining process.

3.3.9 Identify key issues with the membership.

3.3.10 Actively participate and vote on whether ratification or strike votes are to be considered.

### **3.4 Bargaining Committee Chairperson**

3.4.1 The Provincial Bargaining Committee will elect the chairperson from among them.

- 3.4.2 The Chairperson will serve until the next Bargaining Committee is elected prior to the start of negotiating the next collective agreement, provided they have successfully maintained the unit elected position on their unit executive.

### **3.5 Role of the Chairperson**

- 3.5.1 Be chief spokesperson for the Provincial Bargaining Committee.
- 3.5.2 Chair all meetings of the Committee or delegate the Vice-Chairperson to chair such meetings.
- 3.5.3 Communicate with the President of the Union regarding College Bargaining.
- 3.5.4 Be responsible for the preparation and distribution of all printed material, correspondence, minutes of meetings and other such information required from time to time.
- 3.5.5 Organize all meetings of the Provincial Bargaining Committee.
- 3.5.6 Perform such other duties as may be required from time to time, at the direction of the Committee.

### **3.6 Role of the Vice-Chairperson**

- 3.6.1 Vice-Chairperson
  - a) Perform the duties of the Chairperson in his/her absence or under the direction of the Provincial Bargaining Committee.
  - b) Perform such other duties as may be required by the Provincial Bargaining Committee from time to time.
  - c) The Vice-Chairperson will serve until the next Bargaining Committee is elected prior to the start of negotiating the next collective agreement, provided they have successfully maintained the unit elected position on their unit executive.

## **4.0 Grievance Procedures, Roles & Responsibilities**

- 4.1 The local unit steward, in consultation with the unit Chief Steward, shall **research** the merits of a grievance (e.g. has there been a violation of the Collective Bargaining Agreement and/or laws and legislation that would render the incident

grievable); and **consult with the Provincial Bargaining Chair and LRO who will** advise the potentially aggrieved of said merits.

- 4.2 Other than where grievance time limits may be violated, all attempts should be made to resolve disputes prior to filing a grievance at Step 1.
- 4.3 Notwithstanding 4.1 and 4.2, it is the right of every member to file a grievance should s/he believe that s/he has had rights violated that are grievable.
- 4.4 The Bargaining Committee shall serve as the grievance review committee
  - 4.4.1 Subject to its responsibility to the unit members, the Committee shall act as an advisory body to the stewards and the decision-making body for **policy** matters regarding unit grievances. **Grievances affecting one College will be dealt with between the Provincial Bargaining Chair and the Local Chair.**
  - 4.4.2 All members are entitled to a fair and thorough investigation of their grievance. The member is entitled to an in-person or conference call hearing with the Committee provided the member makes herself/himself available in a timely manner.
  - 4.4.3 In all cases, the Committee must thoroughly and fairly re-evaluate grievances denied by management at Step 1 to decide if there is cause to proceed to Step 2.
    - a) If there is cause to proceed, the Committee will work closely with the Union to help the member receive an expedient resolution to the grievance.
    - b) If there is not cause to proceed, the **LRO, in consultation with the Provincial Bargaining Committee**, will inform the affected member in writing of their right to appeal the decision to the Provincial Grievance Committee as per SGEU Policy 13 and the time limits of an appeal.

## **5.0 Proposal Gathering and Ratification**

- 5.1 The Provincial Bargaining Committee is responsible for making a call for proposals four (4) months before the Proposals Conference.
- 5.2 Every member has the right to submit proposals for consideration and shall be notified of the process to do so.

### 5.3 Proposals

- a) A proposal is a suggested change to the Collective Bargaining Agreement or Bargaining Guidelines.
- b) A proposal must be clear, concise and in written form.
- c) A proposal shall be accompanied by the member's name, unit and phone number for purpose of clarification and/or verification.
- d) A proposal should include:
  - i) reason(s) for the change,
  - ii) whenever possible, reference to current articles in the Agreement,
  - iii) if known, reference to other agreements,
  - iv) a statement of the desired change.
- e) Proposals must be received by the Provincial Bargaining Committee three (3) months prior to the Proposals Conference.

### 5.4 The Bargaining Committee shall:

- a) Sort proposals according to articles and clauses within the Provincial Agreement.
- b) Make recommendations on all proposals. The recommendations shall be acceptance, rejection or redundancy.
- c) Explanations for recommendations shall be provided upon request.
- d) If there is more than one (1) proposal per article or clause, recommend the best one (1) and/or prepare a composite proposal.
- e) Assemble all proposals into a package format according to the order of the articles in the Agreement. This shall be completed one (1) month prior to the Proposals Conference.

5.5 Each unit's representative to the Provincial Bargaining Committee shall call a unit meeting prior to the Proposals Conference to discuss the Proposals Package, which will allow the unit to give direction to their Proposals Conference delegates.

5.6 Each unit shall elect three (3) delegates to the Proposals Conference in addition to the Unit Bargaining representative who is automatically a delegate. Delegates for the proposals conference will be elected at a meeting no later than two months prior to the proposal conference. Notification of such elections shall be



included in the meeting call. Every effort should be made to send a representative from both the administrative and instructional staff.

## 5.7 The Proposals Conference

- a) The Provincial Bargaining Committee shall be responsible for:
  - i) chairing and running the Conference,
  - ii) establishing rules of order subject to adoption by the delegates,
  - iii) keeping accurate and complete minutes of the Conference,
  - iv) keeping a record of attendance.
- b) The delegates shall be responsible for:
  - i) representing the views of their unit,
  - ii) discussing, amending and ratifying individual proposals for inclusion in the provincial proposal package,
  - iii) designating proposals that are local provisions,

## 5.8 Emergency Proposals

- 5.8.1 An emergency proposal may be introduced from the floor at the Proposals Conference as an emergency proposal, provided that it does not propose amendments of the Bargaining Guidelines and that it deals with matters or events arising after the proposals deadline dictated in the Call for Proposals.
- 5.8.2 The proposal must be submitted, in writing, before close of the conference.
- 5.8.3 Such Proposals, to be accepted, shall require the support of a two-thirds (2/3) majority of voting delegates. Amendments to such proposals must meet such other requirements as provided in Bourinot's Rules of Order.

## 5.9 Late Proposals

- 5.9.1 A proposal from the floor may be considered as a late proposal, provided that it does not propose amendments to the Bargaining Guidelines.
- 5.9.2 The proposal must be submitted in writing, before close of session on the first day of the conference.
- 5.9.3 Such proposals, to be accepted, shall require the support of a two-thirds (2/3) majority of voting delegates. Amendments to such proposals must meet other requirements as provided in Bourinot's Rules of Order.

- 5.10 The Provincial Bargaining Committee shall amalgamate the proposals into a package.
- 5.11 The Provincial Bargaining Committee should be prepared to consider amendments or additions to the proposal package based on the Provincial Council objectives, developments outside the bargaining unit or Union policies.
- 5.12 Every member is entitled to receive a copy of the proposal package submitted to management.

## **6.0 Ratification of Amendments to the Collective Agreement**

- 6.1 The Provincial Bargaining Committee will share the tentative agreement with the Sector and the Admin Committee prior to conducting a ratification vote.
- 6.2 The Provincial Bargaining Committee will hold membership meetings in all units, and in as many locations within a unit as possible, to provide information on the tentative agreements and conduct the ratification vote. The Provincial Bargaining Committee Chairperson will, if possible, chair all membership ratification meetings. All members of the Provincial Bargaining Committee and the staff advisors will attend as many of the meetings as possible.
- 6.3 The Provincial tentative agreement will be considered ratified if five (5) out of six (6) of the units and a simple majority of the members voting in the affirmative.
- 6.4 Local provisions, as designated by the Provincial Bargaining Committee, shall be ratified by a simple majority of voting members in the unit(s) affected.
- 6.5 When ratification ballots are being counted, the Bargaining Committee shall ensure that a Provincial Council member, not representing that Committee, is there as a scrutineer.

## **7.0 Strike Votes**

- 7.1 Only the SGEU President (or the SGEU Acting President whenever the President is not available), in consultation with the bargaining unit chair, is authorized to serve notice of Job Action/Strike Action to the employer on behalf of SGEU.
- 7.2 Prior to withdrawal of services by all or one (1) of the bargaining units, the Bargaining Committee will conduct a vote by secret ballot in the affected unit(s).
- 7.3 The secret ballot vote shall be conducted at special meetings called for this purpose and/or mailed ballots.

- 7.4 Those members who vote shall constitute a quorum and the decision will be by simple majority of those voting (50% plus 1).
- 7.5 If there is a withdrawal of services without there being a secret ballot vote on the withdrawal, such withdrawal of services will be deemed to be voluntary, and individuals are not subject to Union discipline procedures.
- 7.6 The Provincial Bargaining Committee shall keep the Provincial Council informed on strike situations to ensure that such action will receive every support that the Union can offer as per Article 7 of the SGEU Constitution.
- 7.7 Results of a strike ballot shall be released at the discretion of the Bargaining Committee.
- 7.8 When strike ballots are being counted, the Bargaining Committee shall ensure that a Provincial Council member, not representing the Sector, is there as a scrutineer.
- 7.9 In the case of strike action, the regulations as laid down from time to time in the Strike Manual shall be adhered to as per Article 7 of the SGEU Constitution.

#### **7.10 Mailed Ballots**

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 mailed ballot from the Provincial Bargaining Committee.

- 7.10.1 A member's request for a mailed ballot shall be in writing and must be received **ten (10) days prior to the last ratification meeting as** in timelines dictated by the meeting call. The member must provide his/her name, address and bargaining unit and reason for the request. Request is subject to approval by the Provincial Bargaining Committee.
- 7.10.2 A list of members requesting mailed ballots shall be maintained by the Provincial Bargaining Committee.
- 7.10.3 A double envelope system shall be used for the mailed 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 avoid double voting.
- 7.10.4 A Provincial Council member, not representing the Colleges, shall act as a scrutineer of the mailed ballot voting to ensure a secret vote.

## **8.0 Communications**

- 8.1 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.

## **8.2 Media**

8.2.1 The Bargaining Committee shall determine who will act as spokesperson.

8.2.2 All public statements shall be consistent with union policy and principles.

## **8.3 Membership**

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

8.3.2 Written bargaining reports shall be made available to the Bargaining Unit membership during the course of collective bargaining.

## **8.4 Sector/Provincial Council**

8.4.1 Any pertinent information arising during the course of collective bargaining shall be communicated via written bargaining reports to the Sector Executive and the Administration Committee.

## **9.0 Rules of Order for All Membership Meetings**

9.1 All meetings shall be conducted in accordance with Article 11 of the SGEU Constitution and Bourinot's Rules of Order.

9.2 The order of business must include: statement of equality, appointment of Ombudsman, adopting of the agenda and adoption of the previous minutes.

9.3 An accurate record of all meetings and a register of attendees will be kept. After the adoption of the minutes, they will be signed by the Chair and the Secretary and kept in a minute book or binder. They will be the official records of all business done in the Bargaining Unit.

9.4 At the close of each meeting the chair will sign his/her name directly below the last person's name who signed in and add the time and date.

9.5 A quorum will be fifty (50) percent of those members in attendance at the start of the meeting.

9.6 The Chairperson of the meeting will vote only in the event of a tie.

9.7 There will be no proxy voting at meetings.

#### **10.0 Amendments to Bargaining Guidelines**

10.1 Any College member may make proposals to amend these guidelines within the Call for Proposals process as outlined in 5.0.

10.2 All amendments must conform to the SGEU Constitution and Policy Manual and Sector Bylaws.

10.3 Bargaining Guidelines become effective after they are approved by the membership at the proposals conference.

10.4 The amended Bargaining Guidelines will be sent to the MC&L Committee within sixty (60) days of approval as per the SGEU Constitution.

#### **11.0 Northlands College/Southern Colleges Policy on Bargaining Salary Increases and their Application to the Class Plan**

##### **Policy Statement**

While recognizing that Northlands College and the Southern Colleges will cooperate in deciding future salary increases to be bargained and their application to the admin class plan, the two (2) bargaining units will continue bargaining their own Collective Agreements independently.

##### **Guidelines**

1. When possible, Northlands College and the Southern Colleges will cooperatively decide on salary increases to be bargained and their application to the admin class plan.
2. Northlands College and the Southern Colleges will continue to develop other terms and conditions of their respective Collective Agreements independently.
3. Notwithstanding Guideline #1, neither bargaining unit will delay the contract negotiations of the other.

## Procedures

1. At least six (6) months before the expiration of the current Collective Agreements, the Northlands College and the Southern Colleges bargaining committees will establish, by consensus between the two (2) committees, realistic guidelines for bargaining salary increases and their application to the admin class plan for the upcoming round of bargaining. The two (2) bargaining committees may jointly amend the guidelines during the bargaining process.
2. The salary guidelines are ultimately subject to approval by the Northlands College and the Southern Colleges members through their respective normal bargaining proposals gathering process.
3. If either bargaining unit refuses to participate in developing the salary guidelines or unduly delays the process, the other bargaining unit will establish the guidelines unilaterally. This salary increase then becomes the increase for the other bargaining unit.
4. A bargaining unit that negotiates a salary increase with management falling within the established guidelines can ratify its agreement through the normal process outlined in its bargaining guidelines.
5. A bargaining unit that negotiates a salary increase with management falling outside the established guidelines must get approval from the other bargaining committee before accepting the salary offer. If agreement cannot be reached at this step, the matter shall be put to a membership vote of the two (2) bargaining units within thirty (30) days of the impasse. A representative from each bargaining team may attend the membership meetings in both bargaining units. The ballots from both bargaining units shall be counted together and a simple majority of those members voting will decide the issue.
6. Although cooperative strike action by both bargaining units may be initiated by consensus, the decision to strike rests with each bargaining unit.
7. Both the members of Northlands College and the Southern Colleges must approve amendments to this policy.

## **12.0 Oath of Office for Elected Officials**

12.1 All elected officials will take the oath of office as follows:

“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, Code of Ethics, Statement of Equality, the Policies and Bylaws of the Union. **I will safeguard and protect the assets of the Union and return all assets at the close of my term in office.**”

## **13.0 Recall of Elected Officials**

13.1 An elected official may be subject to a recall process for breaches of the Code of Ethics, SGEU Constitution and Policies.

### **13.2 Petition Process**

13.2.1 Recall must be petitioned for by 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.

13.2.2 Upon receiving the duly signed petition, the unit chair (unless the unit chair is being recalled) will call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days prior to the meeting. In the event that the unit chair is recalled, the remaining unit executive will be responsible to call the meeting.

13.2.3 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.

### **13.3 Recall Process**

13.3.1 The official facing recall shall have the opportunity to present his/her position or response to the petition prior to the vote occurring.

13.3.2 A two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are represented by the person being recalled can vote on the recall.

13.3.3 Voting shall be done by secret ballot.

13.3.4 Vacancies created by a recall will be filled following the election process for other vacant positions as outlined in these guidelines.

#### **14.0 Role of Staff Assigned – Labour Relations Office (LRO)**

- 14.1 The LROs role is advisory subject to assistance required by the Bargaining Unit/Local with the exception of bargaining where the LRO will always be in attendance.
- 14.2 The SGEU President appoints the LRO.
- 14.3 The Bargaining Committee can ask the SGEU President to remove the LRO from the assignment, if the committee has sufficient reasons.



## **Chief Steward Job Description**

You are a workplace leader representing SGEU, co-ordinating stewards, and enforcing the collective bargaining agreement. You work collectively with stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

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 first with questions about processes and contract interpretation and with reports of workplace conflicts and issues (rather than going directly to the AAA)
- Advise stewards and members about union activities and advise bargaining unit and sector leaders about workplace developments
- Ensure new-member orientations are occurring as needed
- Inform stewards and members of changes in the collective agreement or interpretation, and of relevant arbitration decisions
- Be accessible to your stewards by telephone or in person

### *Grievance Co-ordination*

- Assign complaints and grievances to stewards in your zone, taking into account:
  - o Stewards' specialized knowledge
  - o The chance for new stewards to gain experience
  - o The need to prevent steward burn-out
- Members' right to the steward of their choice shall be adhered to
- Assist stewards, as needed, in writing and investigating grievances properly and in judging whether a complaint is a grievance
- In communications with AAA, keep track of filed grievances, to ensure that they are moving through the process in a timely fashion and that necessary tasks are completed
- Educate stewards about the grievance and appeal processes, including about the need to discuss potential grievances with you first before filing
- Ensure contract enforcement by:
  - o Not agreeing to any deals that violates the collective agreement or other rights in statute
  - o Challenging violations of collective-agreement and other rights in statute

### *Leadership*

- Promote maximum involvement by members in union activities, especially including collective bargaining
- Delegate duties to stewards (and panel reps where relevant)
- Call and chair regular steward meetings to strategize, share information, identify best practices, and review grievance and other workplace issues
- Chair other meetings when necessary, such as membership or union-management committee

### *Conflict Resolution*

- Assist in resolving conflicts between members 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 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 and in the workplace, and strategies to address issues.
- Work to dispel, not encourage, rumours

### *Recruitment*

- Actively recruit new stewards with the goal of achieving a representative steward body in SGEU

### *Mentoring & Training*

- Ensure you are familiar with your collective agreement, related legislation, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Complete training as set out in SGEU policy
- Orient new stewards and support them to meet the expectations set out in the steward job description
- Provide or arrange mentoring for new stewards
- Encourage stewards to take appropriate training, such as ULD 10, ULD 11, ULD 20, ULD 30, and conflict-resolution
- Update stewards about education opportunities
- Encourage stewards to set appropriate limits to prevent stress and burn-out

### *Administrative Duties*

- Ensure elections are held for stewards and OH & S committee
- Ensure that stewards are being registered with SGEU Membership Records after each election
- Ensure distribution and posting of union information within your zone

*(Approved by Provincial Council, December 2009)*

## SGEU Steward Job Description

You are the first person that members in your assigned area contact for information about the workplace and SGEU, and for help solving workplace issues. Under the guidance of your chief steward, you work collectively with other stewards, elected leaders, and SGEU staff in your workplace, bargaining unit, and sector.

### **Duties:**

- **Advocate**
  - Enforce the collective agreement by identifying violations, investigating complaints, and meeting with management to solve problems or file grievances
  - Deal with harassment and other conflicts in the workplace
  - Identify future collective agreement proposals
- **Be a Sounding Board**
  - Listen to members' concerns while maintaining confidentiality
  - Empower members to help themselves by providing them with information and support
  - Provide information on programs available to members through the union and employer, such as Workers' Compensation, Long-Term Disability, and Employee & Family Assistance Plans
- **Educate**
  - Answer questions about your collective agreement
  - Inform members (both face-to-face and in meetings) of workplace issues and what SGEU is doing to address them
  - Inform members (both face-to-face and in meetings) of issues and actions affecting them in the union and community
- **Organize**
  - Be familiar with your workplace and your members
  - Welcome and orient new employees
  - Advise other elected SGEU leaders of issues and developments in your workplace
  - Mobilize members to take part in proposals gathering, collective-bargaining support activities, internal union meetings and elections, and other union campaigns
  - Support the membership in providing relevant changes in work and personal data to SGEU Membership Records.

(The blend of duties and level of responsibility may vary, depending on the structure of your workplace, bargaining unit, and sector.)

**You bring these qualities to the role of steward:**

- Take initiative to learn and understand relevant grievance procedures
- Follow through on tasks and commitments to members
- Keep members' information confidential (except in discussions with the chief steward or as required in the grievance process)
- Willing to complete Union Leadership Development training (ULD 10, 20, 30)
- Listen effectively
- Care about the well-being of others

**SGEU will provide education and support so you can:**

- Actively challenge inappropriate or harassing behaviour in the workplace and not take part in it
- Be familiar with the collective agreement, workplace policies and procedures, SGEU policies, Steward Manual, and union resource people
- Speak out when members' rights are harmed
- Research complaints, questions, and workplace issues, and weigh conflicting information
- Present an argument clearly, assertively, and respectfully
- Follow SGEU's Code of Conduct for Elected Officers and the Statement of Equality
- Listen effectively
- Take and maintain clear records
- Believe in the trade union movement

**Working Environment:**

- ❖ Stewards are elected to a two-year term. Some duties can be performed on work time or are compensated by the union. Stewards may be required to perform other tasks on their own time.
- ❖ Stewards' rights and union activity are protected by law and your collective agreement. Some employers may try to challenge your role, but other stewards, your chief steward, your Agreement Administration Advisor, and the larger union are there for advice and support.
- ❖ It's a rewarding experience to help others and be part of a larger union family.

*(Approved by Provincial Council April 2009)*