



STEWARD PROGRAM

A strong steward system is the backbone of the union. It makes the union visible to workers and to management. It enables communication, representation, and mobilization within the workplace. For these reasons, it is important to have an effective steward system in your Affiliate, one that ensures all bargaining unit members are represented by a steward – and that all members know their steward.

As a steward, you must have credibility with union members, co-workers, and the managers and supervisors with whom you attempt to resolve workplace issues and problems. You must be able to listen to the problems, concerns, and issues of members and co-workers. By identifying workplace problems, stewards can engage members in developing solutions. Stewards must be able to motivate members to help build the union and take action on workplace concerns and problems.

RESPONSIBILITIES

1. Protecting the rights of bargaining unit employees and the union by enforcing the collective bargaining agreement, other established work rules, or laws, and assisting members in workplace investigations or disputes.
2. Representing bargaining unit employees in the formal grievance procedure, when necessary and appropriate, in a professional manner consistent with the duty of fair representation and protecting the confidentiality of the member’s information.
3. Communicating accurate information to bargaining unit employees, potential members, other stewards, Affiliate Officers, and Staff Representatives and providing follow up when necessary.
4. Motivating and mobilizing members to become actively involved in addressing workplace issues and problems that affect them.
5. Promoting union values, principles and ideals in the workplace.

STEWARD OATH

I, _____, agree to adhere to the role and responsibilities set forth above.
(Name)

I agree to fulfill the union’s duty of fair representation to every member of a represented bargaining unit, without exception. I recognize as a steward that I am the face of the union and I agree to carry out my role and responsibilities in a responsible, knowledgeable, and effective manner. I agree that I will deliver to the Affiliate Officers and Staff Representatives all books, papers, and other property of this union which are in my possession when my position as a steward has ended or upon request.

Name: _____ Affiliate: _____ Unit: _____

Shift: _____ Cell Number: _____ Email: _____

Home Address: _____

Signature of Steward

Signature of Affiliate President

Signature of Director or UNAC/UHCP State Officer

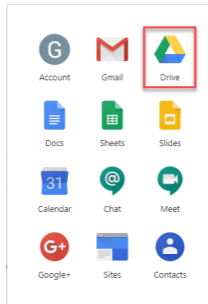
Date


TO SUBMIT YOUR PETITION:

Please scan the completed form (see instructions attached on how to scan with your smart phone) and email to: stewards@unacuhcp.org. Please put the words "Steward Petition" in the subject line.

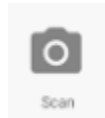
HOW TO SCAN WITH AN ANDROID PHONE – USING GOOGLE DRIVE





1. Open your Google Drive app



2. Click the  sign on the bottom right of your screen

3. Click the “Scan” icon



4. Take a picture of the document. Please make sure the document in the picture is as large as possible.
5. Check the picture to ensure that it is clear enough to be read. Click “Retry” if the picture is not clear or “OK” if the document in the picture is readable
6. Click on the  check mark when you are done.
7. Rename the “Document Title” with your first and last name (keeping the .pdf at the end)
8. Click “Save”. A message will tell you that the document was saved to Drive.
9. Click on “Search Drive” at the top of the screen and then the PDFs icon. 
10. Locate your document and click on the three dots to the right of the document name 
11. Scroll down and click on “Send a copy” and then the “Email” icon 
12. Enter the email: Stewards@unachuhcp.org and in the “Subject” line enter: “Steward Petition”
13. Click on Send

For more detailed instructions please copy and paste the link below into your browser to view an instructional video

<https://www.youtube.com/watch?v=DgA1-MBTMKg>