



American Federation of Government Employees

AFFILIATED WITH A.F.L. - C.I.O.

LOCAL 933

JOHN D. DINGELL D.V.A. MEDICAL CENTER
4646 JOHN R. • DETROIT, MICHIGAN 48201



STEWARD POSITION APPLICATION INFORMATION

You have shown an interest in becoming an AFGE Local 933 Steward. Please review the following requirements and the attached duties and responsibilities:

1. You must be a Local 933 member in good standing.
2. You cannot be a supervisor or other management official.
3. Your appointment as a Local 933 Steward must be approved by the membership at a monthly Membership Meeting.

If after reviewing this above requirements and the attached Steward Duties and Responsibilities, you feel you can fulfill such, please fill out the attached application information and turn it into the Union Office.

You will be contacted by one of the Chief Stewards once the completed application and approval process is finished.

a: application

DUTIES & RESPONSIBILITIES OF AN AFGE LOCAL 933 STEWARD

1. Read, Study, Learn, and Police your Master Agreement, Local Supplemental/Contract, and Medical Center Policies. Show the employee the rules and/or contract language which covers the concern/complain they have.
2. Be visible in your immediate area and throughout the Medical Center as an AFGE Local 933 Steward. Wear your Steward Badge.
3. Turn yourself into a recruitment tool, attempting to bring in as many new members (and Stewards) as possible. Remember that strength is in numbers.
4. Always listen and be ready to help/assist your fellow employees.
5. Be frank and honest with employees who come to you for help or questions about a concern, complaint or problem.
6. Always keep employees' concerns, complaints, business, grievances, etc. in the strictest confidence. Discussions should only be between the Steward, the employee, and other appropriate and necessary Union/Management personnel.
7. Always look at issues on how they'll effect the whole, and not just one or a few employees. Be fair to all employees and try not to take sides.
8. Explain to employees that you as a Steward are to help and assist them, but not to give them guarantees or 100% solutions. Tell them about ADR (Alternative Dispute Resolution), and how both them and yourself (as a Steward) are suppose to first try and resolve their concern/complaint through informal processes with the appropriate management personnel.
9. Attempt to have a good working rapport with management. This doesn't mean that you have to be friends with them, or deal with them, but be frank and honest with them so that they feel they can work with you.
10. Always keep your cool and your professionalism when meeting with management. If you feel that your emotions are about to get the best of you, ask to be excused for a few moments.
11. Remember that when you meet with management, you are at that time their equal. Be respectful of their position, but don't let them treat you as a minor/subordinate.

12. When in a meeting with management and an employee, inform the management personnel that you are representing the employee, and to that point, you will be speaking for them on their behalf. Always speak with the employee before the meeting so that they understand what your role will be, and explain to them that their conversation during the meeting will be limited to what you feel is necessary and appropriate.

13. The Steward needs to be in attendance at Departmental and Service Staff Meetings so that they can hear first-hand what is said, and respond on behalf of the Union. Even though at these meetings, employees are responsible for bringing up their questions and concerns, the Union Steward also has the duty of speaking or responding to items which have a contractual impact, or those general issues brought forth to the Union.

14. Stop by the Union Office frequently to sign in and check your Steward folder for correspondence. Also check the bulletin boards for information to read and take back with you to your work areas.

15. Stewards are required to have a folder started for each employee who files a complaint (whether handled through ADR or the Grievance Procedure). The specific Steward handling the issue/case will make status/update annotations inside the folder as meetings occur, grievance steps are filed, resolutions are received, and any other pertinent information. The employee's folder should be such a manner that any other Steward/Officer could pick up that folder and see exactly what's going on, and where it's at. One of the Co-Chief Stewards needs to be kept abreast of any complaints/cases you are handling, and the ongoing status.

16. Make every effort to attend as many Local 933 Membership Meetings as possible. The members need to see you being involved and informed on the happenings of the Local.

17. Make every effort to attend as many Local 933 Steward Meetings as possible. These meetings will be the where you'll get new information/updates, statuses of ongoing partnership issues, items/policies being negotiated, and the forum where you can bring up and discuss cases/concerns you're working on.

STEWARD REIMBURSEMENT

Being that Stewardship with AFGE Local 933 is a non-paying job, the following Stewardship Reimbursement program is the Local's way of saying thank you for your time and efforts.



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AFGE LOCAL 933 STEWARD APPLICATION

Name _____

Service _____

Department/Service/Ward _____

Tour of Duty _____

Work Extension _____

I _____ have read the Duties and Responsibilities of a Local 933 Steward and if appointed, commit to their fulfillment.

Signature

Date

a:app