

Scope

- To ensure that all stewards carry out their roles and responsibilities in a responsible, knowledgeable, and effective manner.
- To ensure that Stewards adhere to the principles set forth in the CUPE National constitution.
- To ensure that Stewards adhere to the CUPE Local 5167 bylaws.
- To ensure that stewards fulfill the union's Duty of Fair Representation as per section 74 of the Ontario Labour Relations Act to every member of a represented bargaining unit, without exception. Union representatives shall not act in a manner that is arbitrary, discriminatory or in bad faith in representing Members.
- The goal of CUPE Local 5167 is that there is approximately one (1) steward per twenty-five (25) bargaining unit employees at each work place or in a work place in close proximity or as outlined in any unit Collective Agreement.
- The individual unit's collective agreement may restrict or provide further specifications. There may be specific needs of a unit or location that arise for consideration by the Executive Board.

Steward Eligibility

- To be a Steward, a bargaining unit employee must be a member in good standing and as per the bylaws a non-probationary employee in their respective unit.
- There must be a vacancy in the work location.
- Stewards must be acclaimed or elected by their CUPE Local 5167 unit peers in the work location/work group (as applicable).

Steward Role

- Protecting the rights of all bargaining unit employees and the union by upholding the collective bargaining agreement and applicable laws, acts and legislation.
- Assisting Members in workplace investigations and dealing with issues.
- Representing bargaining unit employees in the formal grievance process, when

necessary, in a professional manner consistent with the duty of fair representation.

- Communicating accurate information to bargaining unit employees, other stewards, local union officers and providing follow up when necessary.
- Motivating and mobilizing members to become actively involved in addressing workplace issues and problems that affect them.
- Promoting union values, principles and ideals in the workplace.

Steward Responsibilities

- **Member Engagement** – Introduce themselves to new and existing Members as a Steward.
- **Update Union Boards** – Post and maintain information on the workplace union board and ensuring only current CUPE Local 5167 approved information is posted.
- **Promote Solidarity** - Encourage Member union engagement and education. Stewards are ambassadors not only for CUPE Local 5167 but the labour movement as well.
- **Provide information** to Members as communicated by the local.
- **Resolve workplace issues** - Try to do this before a grievance has to be filed by having a conversation with the Supervisor/Manager.
- **Documentation** – Notes and supporting documentation **forward to the union office without delay.**
- **File Grievances** where there is a violation of the Collective Agreement while being mindful of timelines.
- **Communicate with your Unit Vice President and Chief Steward** – Stewards are the eyes and ears in the workplace. The Local must be aware of workplace issues in order to assist in tracking trends and assist in fostering a strong informed local.
- **Attend Monthly Steward Meetings** – Meetings are generally held on the 1st Tuesday of every month. Please refer to CUPE Local 5167 Bylaws and check the CUPE Local 5167 website for dates.

Steward Training

- All Stewards in CUPE Local 5167 will attend and participate in Stewards training as per the local's bylaws.
- The 3rd Vice President of CUPE Local 5167 is responsible for providing and scheduling dates/locations for the Steward training in a manner that will ensure the most accessibility for Stewards. Please refer to the CUPE Local 5167 Education Policy.
- The 3rd Vice President will also offer ongoing Steward education that Stewards are encouraged to attend.

Steward Vacancy

- Stewards are responsible to notify their Unit Vice President and Chief Steward in the event they choose to withdraw from Stewardship.
- Stewards are required to notify their Unit Vice President and Chief Steward if they transfer locations/work group or are absent from the workplace for more than 30 calendar days.
- Each Unit Vice President is responsible to inform the Chief Steward of any Steward vacancies, resignations, etc.
- Staff when notified, will update the database as changes occur.
- In consultation with the Unit Vice President and President, the Chief Steward may choose to fill a steward vacancy on a temporary basis.

Steward Posting

- Steward postings will be sent to the specific location when:
 - A letter of interest received and a vacancy is available
 - A vacancy occurs
 - Steward elections taking place as per the bylaws
- Members will be given a minimum of two (2) weeks' notice to submit their letter of interest for the position to the union office.
- Postings will state any required information related to the position. i.e.: temporary, permanent, classification, shift, department, etc.

Steward Elections

- The Chief Steward is responsible for the appointment of all Stewards in consultation with the Unit Vice President, President and the bylaws.
- Members will be given a minimum of two (2) weeks' notice of a Steward election in their workplace.
- CUPE Local 5167 members must be in the unit and work in the location/work group to be eligible to vote for a Steward.

Post Steward Appointment

- Upon appointment, an oath of office will be given to Stewards by the Chief Steward.
- A Steward Information Package will be issued to all new Stewards.
- The Chief Steward will ensure that each Steward has read and signed the CUPE Local 5167 confidentiality agreement.

Right to Appeal

- Any decision related to Stewards may be appealed in writing to the CUPE Local 5167 Executive Board, within sixty (60) days.

Complaints against a Steward

- Complaints against Stewards will be handled at the local level whenever possible.
- The accountability and recall section of the CUPE Local 5167 bylaws may be used to investigate a complaint. (Members may also use the trial procedure outlined in the CUPE National Constitution Trial Procedure)
- The recall panel's report may make recommendations that shall be presented to the membership as per the bylaws.
- At that time the Members may decide to implement the recommendations in whole or in part or may decide to dismiss the matter.