

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 to provide as best Union support as possible to our members. There should be 1 Steward per 25 bargaining unit employees or as outlined in the appropriate Collective Agreement.
- There should be minimum of 2 stewards at each workplace. This allows for the benefit of onsite support and immediate sharing of knowledge between Stewards. In addition, in absences or conflicts there is an additional Steward on site to assist. Once the bargaining unit reaches seventy-five (75) members at the location another steward may be added and one for every 25 thereafter.
- Lodge Unit – Stewards that transfer between Macassa and Wentworth Lodges will not lose their stewardship due to specific nature of their operations. The number of stewards may be reassessed based on the policy.
- City Unit – Duals are to remain Stewards all year around as they transfer back and forth between work locations.
- All Other Units (including City Unit) – Stewards that transfer work locations may not lose their stewardship provided they only move within their division. If they move departments they will need to reapply for stewardship. The number of stewards may be reassessed based on the policy.
- 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

- **Maintain Confidentiality** of all union matters and act in accordance with the CUPE National Constitution, CUPE Local 5167 bylaws and this policy.
- **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 Education Coordinator 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 Education Coordinator will also offer ongoing steward education that Stewards are encouraged to attend.

Steward Vacancy

- In the event there is a current vacancy and a letter of interest is received, the applicant will be acclaimed.

- Stewards are responsible to notify their Unit Vice President and Chief Steward in the event they choose to withdraw from stewardship in writing.
- Stewards are required to notify their Unit Vice President and Chief Steward if they transfer locations/work group/division/department or are absent from the workplace for more than 60 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 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 and a member in good standing 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 calendar (60) days.

Complaints Against a Steward

- Written complaints against Stewards will be forwarded to the Chief Steward for review.
- The Chief Steward and Unit Vice President will meet with the Steward to discuss the complaint.
- The Chief Steward, in conjunction with the Unit Vice President and President may request the Steward to step down, recommend education, provide coaching or temporarily suspend a Steward while the CUPE National Trial Process takes place.
- Members may use the trial procedure outlined in the CUPE National Constitution Trial Procedure.