



CUPE LOCAL 1004

**Policy Manual:
Stewards**

Approved 2015

A. STEWARD ELECTIONS

1. Steward elections are generally held in the spring. Notices will be posted at worksites advising that steward elections will occur.
2. Members of a particular work group will be advised of the date and time steward election will occur in their work group. Such meetings will generally occur outside of working hours, such as before work, after work or during a meal break.
3. Generally, where there are multiple shifts of a work unit, a meeting for each shift will be held to elect a steward for their shift.
4. The Local President or designate (usually applicable Unit Chair) shall attend the worksite on the designated date and time.
5. Nominations will be called from the floor. Only members in good standing who are members of that particular work group are eligible for nomination.
6. Once nominations are closed, nominees will be asked to leave the room. Once they are outside, a vote of those present will be held for the position of steward for that work group.
7. Voting will be done by a show of hands. If requested by a majority of members, a secret ballot may be done instead.
8. Where the President, in consultation with the relevant Unit Chair, deems it necessary to have more than one Steward for a particular work group, multiple Stewards may be elected for a particular work group.
9. The Steward(s) receiving the most votes will be declared elected.
10. Stewards shall serve for a two year term.

B. STEWARD REQUIREMENTS

1. No member with less than six (6) months membership shall serve as a Job Steward.
2. It shall be the duty of the job Steward to know their unit's collective agreement and the Local Union's Constitution and By-Laws thoroughly and work for their enforcement on the job.
3. Stewards are expected to take the relevant Steward training.
4. Stewards are expected to hold a unit meeting in their work unit at least once every two months.
5. Stewards are expected to attend Steward Meetings and the Membership Meetings.

C. STEWARD MEETINGS

Job Stewards shall meet at such intervals as deemed necessary by the Executive Board, but no less than four (4) times per year. Such meetings shall be chaired by the Local President or designate.

D. UNIT MEETINGS

1. Unit Chairs and/or Stewards shall arrange regular unit meetings (no less than once every other month) within their unit and shall notify the members of the unit. Unit Chairs or Stewards from a unit may chair the unit meetings. Where no job steward or unit chair is available the executive may appoint a unit chair or steward to conduct the meeting.
2. Unit meetings may not make decisions that affect the Local Union as a whole or another bargaining unit.
3. Unit Chairs and/or Stewards may be provided with necessary book-off to hold unit meetings in their unit if required. In the event that more meetings are required, the Unit Chair will be authorized to hold those meetings.
4. Members of the Executive Board shall be permitted to attend the meetings and the Unit Chair shall report to the Executive Board on the issues raised by the meeting.
5. A summary of action items may be forwarded to the Executive Board. Any actions taken by the Executive will be reported back to the unit by the Unit Chair or Steward.

E. SHIFT WORKER ATTENDANCE AT LOCAL MEMBERSHIP MEETINGS

1. Two Job Stewards from each of the listed areas will be booked off the job at the Union's expense to attend the regular Membership Meetings:
 - a. Garage
 - b. Sanitation
 - c. Shops
 - d. PHS
 - e. Lifeguards
2. Each area will select their representative(s).
3. Leave of Absence will only include travel time and the duration of the meeting.
4. The selected representative will be responsible for reporting to the members of their area.

F. STEWARD RECALL

1. Job Stewards are official representatives of CUPE Local 1004 and are authorized to speak and act on behalf of CUPE Local 1004 while acting as an advocate for a member or as an officially designated representative to a committee, subject always to:
 - a. support of a majority of fellow members of their work unit;
 - b. membership in good standing; and
 - c. compliance with the Local Union's bylaws and policy and the CUPE National Constitution.

Job Stewards who are not in compliance with one or more of the above may be removed by a two-thirds vote of the Executive Board or the work unit they represent.