

**Board Policy
As Adopted by the
Board of Directors**

Policy Number: 15
Policy Name: Stewards' Policy
Effective Date: February 23, 2008

The role of the steward is to act in concert with and under the guidance of the chief steward and/or president. A steward must be willing to properly and timely investigate and file grievances and communicate the status of each to the chief steward and/or president.

Stewards shall be appointed by the Chapter president. The Chapter president shall respond to requests for appointment, in writing, within fifteen (15) calendar days. A member may petition the Chapter executive board, in writing, within fifteen (15) calendar days, if not appointed. The executive board shall respond, in writing, to a petition from a member within fifteen (15) calendar days of receipt. There will be no further appeal rights to any other level of OCSEA or AFSCME.

The term of office for stewards shall run concurrently with the term of office of the appointing Chapter president. Stewards must be appointed or reappointed by each Chapter president at the beginning of his/her term. Stewards should not represent a grievant until he/she qualifies as a certified steward through the OCSEA Education Department.

It is recommended that stewards specialize when possible. Stewards can be specialized by topic, i.e., overtime or discipline, by work area or by shift.

Stewards serving in a management/exempt positions on a temporary basis shall not represent employees for the length of time the steward is out of the bargaining unit. Stewards shall not use information gained by virtue of their stewardship to the detriment of other bargaining unit members.

To become a certified steward, members must attend basic stewards training and advanced stewards training initially. Thereafter, stewards must attend at least one "OCSEA Continuing Education" course per year and be actively involved in problem solving or grievance handling with management. Stewards are encouraged to

attend and to participate in chapter meetings and the chapter grievance review committee.

Stewards may be removed by written notice from the Chapter president. The removal may be appealed, in writing, to the Chapter executive board within fifteen (15) calendar days of receipt of the notice of removal. Appeals to the Chapter executive board shall be heard within sixty (60) days of receipt. Appeals shall be forwarded to the Chapter secretary.

The decision of the executive board shall be forwarded to the member in writing and shall be final. No further appeal shall be made to OCSEA and/or AFSCME. The results of the appeal(s) shall be made part of the minutes of the executive board.

Chief Steward

The role of the Chief Steward is (1) to ensure that grievances are properly filed, (2) coordinate activities by chapter stewards, (3) to ensure that all chapter stewards comply with training and education requirements established by the State Board, (4) to monitor training needs on the part of the stewards and recommend appropriate actions to the Education Department, and (5) to chair the Grievance Review Committee.

Chief Stewards may be elected by the stewards in a chapter or, alternatively, may be appointed by the chapter president, as specified in the chapter by-laws. If the by-laws are silent or there are no chapter by-laws, the chief steward shall be appointed by the chapter president. Whether elected or appointed, a chief steward's term(s) of office shall be the same as that of the chapter president. The chief steward may be removed by the chapter president at any time, subject only to a final appeal to the chapter executive board. The action of the chapter president shall be effective until and unless reversed by the chapter executive board. There will be no further appeal rights to any other level of OCSEA or AFSCME.

Lead Stewards

In multi-agency chapters or, at the discretion of the chapter, in multi-work site chapters, lead stewards will coordinate the steward activity in a specific agency or work site. He/She will report to the chapter chief steward. He/She will be designated by the chapter president.

ODOT District Stewards

The ODOT stewards in each ODOT district will elect an ODOT District Steward, from among their ranks. The term of such District Steward will be three (3) years. A steward must be in good standing, in accordance with this Board Policy to run for District Steward and vote to elect a District Steward. All District Stewards are voting members of the ODOT Assembly.

An OCSEA State Board member shall conduct the ODOT District Steward nominations and elections each May of every third year for the ODOT district(s) whose headquarters is located within their OCSEA district. If the board member is a candidate for the ODOT District Steward position, or is unavailable, then the election shall be conducted by another board member.

The ODOT District Steward may represent ODOT grievances at the second and third steps, within the district. The District Stewards will keep the appropriate chapter presidents informed of the progress of each grievance. Any final settlements must be signed off by at least one of the following: District Steward or Chapter President (of the chapter where the grievance originated) or Grievant and the Staff Representative. It is recommended that non-ODOT Chapter Presidents consult with the ODOT District Steward before signing off on ODOT grievances.

District Stewards who incur expenses for postage, mileage, lost time, etc. during the representation of a member from his/her respective ODOT district, may seek reimbursement from that member's chapter, whether or not the district steward is a member of that chapter.

Removal of a District Steward

- No Chapter President has the authority to remove an ODOT District Steward from his/her position as a district steward.
 - A District Steward can only be removed from his/her position as District Steward by the conditions set forth in "Article IX - Charges" of the OCSEA State By-laws or "Article XII - Removal from Office" of the OCSEA Subordinate Body Constitution.
- * The term ODOT District Steward is used to prevent confusion with the term chief steward, which may exist in the same chapter where there are ODOT employees.

Stewards serving in a management/exempt positions on a temporary basis shall not represent employees for the time the steward is in the temporary work level.

Updating of Steward List

Included with the quarterly membership mailing list will be a list of stewards. It is the responsibility of the chapter president to update the list, indicating the respective phone number(s) and agency, and return it to OCSEA Headquarters. Article 3.02 of the State contract states that the union will notify management, in writing, of the names of all stewards before they assume duties. Each chapter president is responsible for that task for all agencies that the chapter covers. Local government contracts may have similar provisions.

The following are guidelines for removal of a name from the steward list:

1. Death of the member;
2. Lose of member status (promotion into exempt position, separation from state service)

If a person on the steward list is not known to the chapter president, that chapter president must send a letter by certified and regular mail, requesting that the person contact the chapter president in order to discuss his/her steward status. If there is no response within fifteen (15) calendar days, a letter shall be sent to that person and to the labor relations officer or agency designee notifying them that the person is no longer serving as a steward.

Chapter Grievance Review Committee and Accountability

Either the grievant or the chapter president (or his/her designee on each grievance) and the staff representative must sign off on a grievance for settlement or withdrawal at any level of the grievance procedure.

Every State grievance should be reviewed by the Chapter Grievance Review Committee prior to forwarding the grievance to step four of the grievance procedure.

The Chapter Grievance Review Committee does not have the right to turn down a removal grievance. However, the Chapter's recommendation is given great weight by the OCSEA Discharge Review Committee.

- IMPORTANT -

All removal grievances must be filed directly to Step 3 AND a copy of the grievance form forwarded to OCSEA Central Office, Attn: Office of General Counsel.

The OCSEA Steward Recognition Program

The purpose of the Steward Recognition Program is to show appreciation for the dedication, commitment and effort put forth by our stewards in serving rank and file members. Additional goals are to recruit more stewards and retain those that we now have.

Under this program, Chapter presidents recommend stewards for awards. The awards are then presented to the steward during a chapter event. A record of each award is maintained by OCSEA.

**Board Policy
As Adopted by the
Board of Directors**

Policy Number: 21

Policy Name: Internal Processing of Unfair Labor Practice Charges

Review Date: June 21, 2008

Chapter should contact their assigned staff representative when it is suspected the Employer has committed an unfair labor practice. If the staff representative believes that an unfair labor practice has been committed by the Employer, the staff representative prepares a draft of the charge with attachments of all relevant documentation.

This information is submitted to the appropriate Operations Director within fifteen (15) days for review and further action. If, after discussing the matter with the staff representative, the Operations Director believes the matter should be processed as an unfair labor practice charge, the Operations Director submits the draft charge, supporting documentation, along with the Operations Director's recommendation and rationale to the Executive Director within seven (7) days.

The Executive Director will have the final authority to determine whether a charge should be filed. Subordinate bodies will be notified within seven (7) days if charges are filed.

Individuals should be aware that there is no guarantee that OCSEA will provide representation on charges that are not filed through the Union.