



JOB STEWARD

QUICK REFERENCE

Your role as a 146 Job Steward is to provide your Brothers & Sisters with information and support and to meet that goal through continuous contact with your area representative.



Participate in any available committees (e.g. OH&S, camp, etc.).



KEEP DETAILED RECORDS OF:

- Times and dates of all interactions with members, supervisors and/or clients, as is applicable to any potential concerns.
- Crew Member Information Logs (please keep up-to-date).
- Record Employer Contact Info.:
 - Payroll Department
 - Safety Personnel
 - Supervision
 - Human Resources

SUBMIT

1. One (1) completed Job Steward Report **every month** (both sides, complete all areas with detail).
2. Apprentice Progress Reports.
3. Utilize Jobsite Conduct Forms to identify positive or negative behaviour among members.
4. **WHENEVER POSSIBLE** - forward a copy of any disciplinary action to your area representative.

JURISDICTIONAL ISSUES:

- Record the time and date of any possible offenses.
- Document who is doing the work.
- Record what equipment is being worked on.
- Notify your area representative immediately.

Be sure to forward completed Grievance forms and all relevant documents to your area representative.

GRIEVANCE HANDLING STEP 1: Between Job Steward & Employer Supervisor

LISTEN: What facts can the member and witnesses supply? Probe for information, take notes. Who, what, when, where and why?

TEST FOR A GRIEVANCE: Does the problem involve contract language, past practices, legal rights, unfair treatment? Get advice from others when needed.

INVESTIGATE FURTHER: Double-check your facts, discuss with supervisor or foreman within time limits of contract.

FILL IN GRIEVANCE FORM: Write a simple and accurate statement of the situation and conclude with the remedy sought.

PRESENT THE GRIEVANCE: Argue the merits of the grievance in order to avoid personality clashes. Be firm but polite.

FOLLOW THROUGH: Did the member receive the agreed resolve? If not, alert your area representative. Remember to send all grievances and other relevant documents to Hall, even if the grievance is dropped.