

## Mission Statement:

The CUPE Local 30 Shop Steward is proactive in:

- ☛ Ensuring that all Union members receive fair representation, and are treated with dignity and respect
- ☛ Protecting the rights, interests, welfare and safety of members in their dealings with employers and each other
- ☛ Encouraging unity and solidarity among members through two-way communications and problem solving
- ☛ Promoting the values of CUPE Local 30 and the benefits of Union Membership to Members and the community at large

## Code of Conduct:

CUPE Local 30 Shop Stewards are accountable for & committed to:

- ☛ Treating all Local 30 Members, Staff and Representatives with equality, dignity and respect
- ☛ Maintaining confidentiality of information provided in confidence, and protecting a Members right to privacy
- ☛ Promoting and supporting the values and objectives of CUPE and Local 30 at the workplace
- ☛ Upholding the CUPE Equality Statement
- ☛ Promoting collaborative working relations with employers
- ☛ Attending regular Shop Steward and General Meetings of the Union, and to keep members informed of Union business and current issues
- ☛ Encouraging employees to join and become active in the Union,
- ☛ Providing fair and equal representation of Members at the workplace
- ☛ Representing Union Members on Union-Management committees, focus groups, operational committees and safety committees,
- ☛ Providing information to members and management representatives on the Collective Agreement, and monitor compliance at the workplace
- ☛ Assisting Members in times of difficulty at the workplace,
- ☛ Assisting in the resolution of problems, conflicts and grievances between Members, or between Members and the Employer, as per dispute resolution or grievance procedures
- ☛ Taking training needed to perform the duties of a Shop Steward
- ☛ Being a visible, positive and respected and credible representative of the Union at the workplace.

# Becoming a CUPE Local 30 Shop Steward



## The Basics: Roles and Responsibilities

## What is a shop steward?

1. The front line person for CUPE and the members.
2. The eyes and ears of the union to make sure everything is running smoothly.
3. The on-site contact to assist members, to resolve concerns and to answer questions.
4. The communication link between the union and the membership about issues, events and concerns.

## How much time does it take?

1. There are two union meetings every month, the meetings last one to two hours.
  - a. Shop Steward: 2<sup>nd</sup> Monday of the month at 4:30pm (except July & August)
  - b. General Meetings: 4<sup>th</sup> Wednesday of the month at 4:30pm.
2. There could be Union-Management Committee Meetings once a month or once every couple of months, for one to three hours. During work hours-steward would be booked off with pay.
3. Meetings with members and/or supervisors can occur a couple of times a month or every couple of months, depending on how smoothly the workplace is running.

Note: Stewards have a legal right to investigate problems during working hours.

## Do I get training?

1. A home study course and basic stewarding course-a one day and a weekend course-with information on effective communication, interviewing tips and grievance processes.
2. A Guidebook with grievances types and how to handle them.
3. There are many educational opportunities each year.
4. Business Agents can answer questions and provide support, but their time is limited.
5. Talk to other stewards for tips and suggestions.

## What am I expected to do?

1. Get to know your members and keep them informed about the Union.
2. Help members deal with workplace problems and complaints. Gather information, talk to all members involved. Examples: Harassment, questions about over-time and holidays, workplace health and safety, concerns about promotions or discipline.
3. Continue to take training and stay informed.
4. Welcome new members and sign them up to the Union. \$2 Initiation fee, 2 forms to fill out. (Bring forms to union office and we will give you a membership package, card and receipt to take back to the new member.)
5. Pass information from members to the union.
  - a. Feedback for bargaining and any general concerns or complaints.
  - b. If a member is hospitalized the union sends a fruit basket, steward calls in name and PR#.
  - c. If a member has a death in the family the union sends a card, steward provides the member's name and PR# along with information on who died.
  - d. If a member moves, please provide new contact information to the union whenever possible.

## How do I become a shop steward?

1. Fill out the Application for Shop Steward and collect as many signatures as possible from your work-site.
2. Bring the form to the next Shop Steward meeting and an initiation process will follow.

## Who are my contacts at the Union Office?

Main Office Number: 780-426-6050

Email: local30@shawbiz.ca

Business Agents: Rick Colwell & Al Halaby

President: Dennis Mol