



FSA STEWARD POLICY

Staff Stewards / Faculty Stewards

Stewards are elected to represent specific areas for a period of two years. Any candidate for election as a steward of the Association must be a member in good standing at the time of nomination, and their nomination must be made by a member in good standing at such time of nomination. A member may not accept a nomination for more than one steward position in the same election and may not hold more than one steward position simultaneously. A member is not eligible to be nominated for steward positions that are designated representative of a particular constituency (employment type or geographical location) if they are not a member of that constituency group. Members may serve as stewards while on sabbatical or education leave. Members on other forms of leave may be eligible to serve as stewards, so long as this service does not affect the conditions or eligibility of their leave. Stewards must advise the Executive Committee prior to the start of any leave that may impact their ability to represent the FSA membership on campus or in the area or their respective constituency. Stewards do not hold executive office but may attend FSA Executive meetings with voice but no vote.

1. Compensation:

The stewards will receive a stipend of \$500 per year for expenses such as internet connections at home, printer cartridges, stationery supplies, mileage and travel. In addition, members are able to submit requests for extraordinary items to the Finance Committee.

2. Expectations

Stewards are required to participate in a short training workshop with respect to the Collective Agreement, the role of the steward in contract administration, and what to do when approached by a colleague with questions. This workshop is conducted annually. In addition, the FSA may provide other workshops on topics of interest to Stewards from time to time. The FSA will cover replacement costs when required.

3. Duties of Stewards

- Respond to inquiries from fellow members about their rights and responsibilities under the Collective Agreement.
- Represent fellow members under the guidance of the Grievances Vice-President. This may involve filing and handling grievances through Step 1 of the grievance process (refer to Appendix C).
- Attend Steward Committee meetings on a regular basis.
- Be informed of official union policy and be prepared to answer members' questions under the guidance of the Grievance Vice-President and relevant Chief Steward.
- Identify emerging issues and/or possible contract violations and report them to the Chief Stewards.
- Promote union consciousness and values in the workplace.
- Meet with the Chief Stewards as required.
- Prepare preliminary "case" documents for the Chief Stewards and/or the FSA Executive.
- Act as an advocate to those involved in informal and formal grievance procedures.