

NEW STEWARD

Any union member interested in becoming a steward and has potential is considered a **'New Steward!'**

New Stewards are recruited and/or identified by leaders, mentors, stewards or staff.

Lists of New Stewards will be maintained in both field offices and the MCC.

New Stewards will be contacted about union events, classes and Steward-in-Action (SIA) training.

New Stewards must be approved by their Local president before they are scheduled for SIA training.

New Stewards are potential stewards and these names are NOT reported to management.

In very rare cases where expedited training is necessary we may report New Steward names to management* to allow them to attend the 8-hour CBA training.

A New Steward who attends the 8-hour contract training will be required to attend SIA before progressing to become an **Apprentice Steward.**

**Only with Local President approval*

APPRENTICE STEWARD (STEWARD-IN-TRAINING)

Any union member who has completed the WFSE "Steward-in-Action" training and is recommended to continue training is an **Apprentice Steward.**

As soon as a New Steward promotes to Apprentice Steward they are reported to management as a steward in training. Once reported to management they are eligible for the 8-hour contract training. The 8-hour CBA training will be offered throughout each 2 year contract cycle with increased focus contract updates and 5 core competencies of stewards.

At the end of the SIA, each participant will identify which steward 'specialty' pathway/s to pursue with their training:

- Representation
- Organizing/Mobilization
- Political Action
- Communication (including NEO's)

Given the statewide deficit of Representation stewards, any Apprentice Steward interested in more than one pathway including representation will be first assigned to training in core competencies in representation.

At the end of the SIA training day, each participant will be assigned a mentor to assist them with the next phase of their training based on their chosen steward specialty.

FOR REPRESENTATION STEWARDS

In order to promote from Apprentice Steward to Journey Steward the steward must complete the following 3 steps:

1 Have their assigned Mentor (either Mentor Steward or Union staff) sign off on the following 5 core competencies for representation:

- 1) Is this a Grievance?
- 2) Informal Resolution & Presentation
- 3) Writing a Grievance
- 4) Grievance Handling 101
- 5) Investigatory meetings (strategy/how to)

2 Have their Mentor sign off that they have:

- Attended Mock Grievance Handling class (CSE)
- Attended 2 management meetings with Mentor or CR
- Handled one management meeting with Mentor or CR and received feedback/support

3 All Apprentice Stewards must have the approval of their Local President, Mentor and Council President before promoting to Journey Steward.

Details of the Mentorship program (including the mentor training program) will be fully developed by Jan 1, 2018 provided the e-board approves this proposal for our new steward program

JOURNEY STEWARD

(FOR REPRESENTATIONAL STEWARDS)

Anyone who completes the requirements of Apprentice Steward program and is appointed by the Council President is a **Journey Steward.**

Only Journey and Mentor Stewards are authorized to represent co-workers with management.

Only Journey and Mentor Stewards can be referred or dispatched by MCC.

To MAINTAIN your 'license to practice' as a Journey Steward you must at a minimum:

Attend the 8-hour Collective Bargaining Agreement (CBA) training every two years.

AND

Complete at least 2 Continuing Steward Education classes (CSE's) every 4 years such as:

- a) Steward's conference CSE's
- b) Local or worksite SS training
- c) Online SS CSE's

APPEALS: If Journey Stewards removed from the list due to these new requirements wish to appeal they may request a review in writing to the Council President.

SABBATICAL: Journey Stewards may also request a 'sabbatical' to waive requirements for a time period when they may be inactive due to illness or other personal circumstances preventing them from active shop steward duties. These requests must be made in writing to the Council President.

Any Steward that has not completed the above requirements by July 2019 will be removed from the steward list.

MENTOR STEWARD

(FOR REPRESENTATIONAL STEWARDS)

Mentor Stewards have expertise in at least one specialty area. They serve as mentors for Apprentice Stewards training in their area of expertise.

Specialty areas include:

- Representation Steward
- Organizing/Mobilization Steward
- Political Action Steward
- Communication Steward (including NEO's)

Mentors for Apprentice Stewards can be union staff as well as highly trained and experienced

For Mentor Stewards in Representation, they must have experience and expertise in all 5 core competencies for representation stewards:

- Is this a Grievance?
- Informal Resolution & Presentation
- Writing a Grievance
- Grievance Handling 101 - overview of process
- Investigatory meetings (strategy/how to)

The goal of the Mentor Stewards is to teach SIA, CSE's and to mentor Apprentice Stewards to give them the information, support, confidence and experience they need to do the full range of steward work.

Mentor Stewards must first be nominated and then approved by the Council President. Staff and stewards can nominate potential Mentor Stewards. Chief Stewards and Member Educators will be considered good candidates for Mentor Stewards.

Mentor Stewards must first attend Mentor Training. If they want to teach CSE's they must also attend a Train-the-Trainer program for SIA or the class they wish to teach.

In order to help coach and give time to Apprentice Stewards, Mentor Stewards may need time loss to complete their duties.

Any Steward that has not completed the above requirements by July 2019 will be removed from the steward list.