

Steward Job Description

Duties and Responsibilities

Communication: Serve as a communication link between employees at the work site, Chapter Officers, Division leadership, Chief Steward, and their assigned staff member (LRR). Stewards are many times the first representative of CSEA that employees come into contact with, the impression they may develop about CSEA can come from this contact. Stewards must attend Steward Council Meetings, and be knowledgeable about the issues on their campus. Stewards educate employees about their rights, listen to the concerns of the employees, and provide advice and guidance. Share the benefits of union membership, and the things the union is engaged in that are going to be a benefit or have already benefitted employees at the campus.

Representation: Be familiar with the MOU and inform employees of their rights under the MOU; learn about state and federal laws and regulations as they apply to employees' on their job rights; represent employees in work related grievances or concerns; investigate and provide answers to employees questions or concerns; refer employees to other CSEA resources as needed; work in conjunction with the chapter chief steward and the Labor Relations Representative on representational matters. Teach employees how to enforce their rights under the MOU. Stewards assist employees with filing grievances, complaints, and pre-disciplinary investigations

Organizing: Assist the chapter and state organization when needed to strengthen CSEA as a labor organization, this may include attending chapter meetings, querying and providing input regarding collective bargaining issues to and from the bargaining team, attending social activities, civic and/or political activities within the chapter, the region, and the state organization.

Skills and Qualifications: The qualifications necessary for success in this position are a commitment to enthusiasm and a personal determination in acquiring the information and skills needed to be effective in representing your fellow employees. Being a good listener with a creative mind will assist you win your position. To be effective, all stewards **must** attend CSEA steward training, and re-certification.