

STEWARD PROGRAM POLICY

Policy Number: PO 2011-02

Date Initially Approved: 2011/03/23

Summary

This policy describes the Union Steward Program and replaces a former policy on the program.

Policy

1. OBJECTIVES OF THE PROGRAM

- 1.1. To establish NASA's presence in the workplace – the Union Steward is NASA's recognized representative in the workplace.
- 1.2. To enhance NASA's ability to represent its members under the terms of the Collective Agreement and in accordance with NASA's legal "Duty of Fair Representation" obligations.
- 1.3. To protect members and advance their rights, interests and causes through advocacy.
- 1.4. To provide informed, effective and timely assistance to members with workplace issues.
- 1.5. To attempt to resolve workplace issues in a manner that maintains a positive work environment.

2. STEWARD COUNCIL

- 2.1. The Steward Council is comprised of all Stewards.
- 2.2. The Chief Steward will be elected from amongst the Stewards.
- 2.3. The LROs are active members of the Steward Program and Council. They have a supervisory role in the training and mentoring of Stewards as well as with respect to the handling of member concerns, problems and issues.
- 2.4. Meetings of the Steward Council will be held on a regular basis. All Stewards are expected to attend these meetings unless they have legitimate reasons for non-attendance and these reasons have been communicated to the Chief Steward or designate in advance of the meeting.

3. EXPECTATIONS OF UNION STEWARDS

- 3.1. Stewards will represent members in a fair and unbiased manner to ensure their duty of fair representation is met.
- 3.2. Stewards will always work in consultation with and/or under the supervision of their assigned Labour Relations Officer (LRO). They may advise members of their rights and obligations under the Collective Agreement. They may also investigate issues and represent members under the Collective Agreement.
- 3.3. Stewards will endeavour to respond to member questions/concerns within a 24-hour time frame.
- 3.4. Stewards will endeavour to meet new co-workers, inform them of their representation, get membership applications signed and ensure those co-workers know their Steward's name and how they can be contacted.
- 3.5. Stewards will endeavour to develop a knowledge of the co-workers they represent and to develop a sense of community with the members they represent.
- 3.6. Stewards may suggest areas requiring change in the Collective Agreement.
- 3.7. Stewards will protect the confidentiality of information and/or members; however, Stewards are expected to share all such information with their LRO.
- 3.8. Stewards will act as a conduit of information from NASA to the membership and from the membership to NASA.
- 3.9. Stewards will hold regular meetings with members of their cluster for the purpose of exchanging information, answering questions, etc..
- 3.10. Stewards will be knowledgeable about the Collective Agreement as well as NASA's Bylaws, Policies and Procedures.

3.11. Stewards will not, through words or actions, undermine NASA's democratically determined goals, objectives or decisions.

4. STEWARD APPOINTMENT

4.1. Stewards are appointed by the Chief Steward upon recommendation of an LRO in accordance with the Steward Appointment and Development Procedure.

5. STEWARD CLUSTERS

5.1. A cluster is a designated grouping of members determined based on departmental and/or geographic lines for the purposes of steward assignment.

5.2. Once a member has been approved as a steward, they will be assigned to represent a group of members in a specific cluster. The cluster will include the steward's immediate work location/department.

5.3. Stewards are not limited to serving only members of their cluster.

6. STEWARD REMOVAL

6.1. In accordance with the Steward Removal Procedure, a Steward can be removed from the Steward Program if one or more of the following events occur:

6.1.1. A written member complaint to the Chief Steward has, after investigation, been found to be valid and deemed serious enough to remove the Steward.

6.1.2. A written complaint from an LRO to the Chief Steward regarding the behaviour of the Steward has been found to be valid and deemed serious enough to remove the Steward.

6.1.3. A Steward has continuously and publicly behaved in a manner that is detrimental to the goals, objectives or policies of NASA.

6.1.4. Failure to attend three consecutive Steward Council meetings or three Steward Council meetings in one year without legitimate reasons.

6.2. A Steward who has been removed under points 6.1.1, 6.1.2 and 6.1.4 may be considered for future appointment as a Steward following a two-year period from the time of the removal.

Related Procedures

PR 2011-01 Procedure on Appointment and Development of Union Stewards

PR 2011-02 Steward Removal Procedure

Policy Responsibility:

Chief Steward

Policy History:

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