

## **UC-AFT Guidelines for Member Grievance Stewards**

**Thank you for serving as a grievance steward! Your work will ensure that your colleagues' rights are protected and that all that we've fought for in our MOUs remains enforceable. The following guidelines are intended to clarify the role of a UC-AFT grievance steward.**

- A member grievance steward is a UC-AFT representative who maintains primary responsibility for the enforcement of the Unit 17 and/or Unit 18 MOU.
- Each campus should select, at minimum, one Unit 17 member and one Unit 18 member as stewards. Campuses may have different practices for electing or appointing member grievance stewards.
- As official representatives of UC-AFT, member stewards must follow the procedures laid out in the UC-AFT Grievance and Representation Training archive.
- ~~To be eligible for compensation under this policy~~, Member stewards must be trained at UC-AFT, CFT, or equivalent trainings and must demonstrate basic competence in grievance intake, investigation, and Step I and II procedures.
- ~~Member stewards will be compensated at an hourly rate of \$29, with a fiscal year maximum of \$5000 per campus.~~ Member stewards serve in a voluntary capacity.
- Member stewards must report their hours on a monthly activity report filed with the UC-AFT Secretary-Treasurer (Miki Goral). Stewards are responsible for monitoring their own hours. ~~Should a campus exceed its \$5000 annual maximum, stewards may opt to continue working on a voluntary basis.~~
- ~~Compensation for steward work does not include non-grievance activities that members participate in if they simultaneously have other roles/elected positions in their Local.~~
- Stewards will participate in regular conference calls with the Vice-President of Grievances (Ben Harder) and the Legal Director (Bill Corman) in order to report on cases, ask questions, share experiences, and coordinate strategy.
- Stewards are supervised primarily by the Legal Director and secondarily by the Vice-President for Grievances. Questions about the legal details of a particular grievance should be directed to the Legal Director. The Vice-President for Grievances is responsible for coordinating information-sharing about grievances and providing for training. The Vice-President for Grievances and the Legal Director are jointly responsible for coordinating statewide grievance strategy and interpreting MOU language. Questions in these areas and requests for consultations and advice may be directed to either or both.
- When appropriate, stewards should coordinate with ~~their Local~~ field reps to ensure coordination and information-sharing at the campus level and to avoid duplication of efforts. Stewards should also communicate with the Local governing board on a regular

basis to exchange information about working conditions, identify workplace problems, and keep the Local board apprised of cases and their resolutions.

- To achieve continuity in representation and ensure that duties of fair representation are met, only one steward should be the lead for each grievance. ~~Accordingly, one steward will be paid for work on a specific grievance.~~
- If there are questions about whether a contract infraction has taken place, it is appropriate for a steward to consult with others to determine whether there are sufficient grounds for a grievance. UC-AFT field reps, the Legal Director, and the Vice-President of Grievances are available for consultation and support. However, authority to decide whether a Step 1 grievance should be filed lies primarily with the steward her/himself and with the Local governing board. UC-AFT field reps do not have responsibility for cases below Step II of the grievance process when member stewards are involved in the case.

## **Member Grievance Steward Responsibilities**

Duties include:

1. Strong knowledge of the Unit 17 or Unit 18 MOU and the grievance process.
2. Serving as a source of information for unit members who have questions about their contract rights.
3. Evaluating and analyzing potential grievances and PERB actions.
4. Counseling potential grievants about their cases and the grievance process.
5. Assisting grievants in building their files and documenting their cases.
6. Representing grievants in Step 1 and Step 2 meetings at the campus.
7. Serving as the UC-AFT's primary liaison to those campus officials responsible for the Unit 17 or Unit 18 contract in Labor Relations and Academic Personnel.
8. Working with campus Field Representatives to educate and inform unit members about their rights under the MOU.
9. Attending local meetings to update officers about representational activities on the campus.
10. Attendance at grievance trainings.
11. Participation in conference calls organized by the VP for Grievances and/or Associate Directors.
12. Service on arbitration review panels.
13. Timely completion of monthly activity reports.

Experienced Stewards may also assist the Vice President for Grievances, the Legal Director, and/or outside counsel in preparing Step 3 appeals, appeals to arbitration, and/or appeals to PERB.