Pointers for a Union Steward

1. Must be properly certified in accordance with Article 17 of the Collective Bargaining Agreement.

Collective Bargaining Agreement - ARTICLE 17 REPRESENTATIONS

Section 1. Stewards

Stewards may be designated for the purpose of investigating, presenting and adjusting grievances.

Section 2. Appointment of Stewards

A. The Union will certify to the Employer in writing a steward or stewards and alternates in accordance with the following general guidelines. Where more than one steward is appointed, one shall be designated chief steward. The selection and appointment of stewards or chief stewards is the sole and exclusive function of the Union. Stewards will be certified to represent employees in specific work location(s) on their tour; provided no more than one steward may be certified to represent employees in a particular work location(s). The number of stewards certified shall not exceed, but may be less than, the number provided by the formula hereinafter set forth.

Employees in the same craft per tour or station
Up to 49 1 steward
50 to 99 2 stewards
100 to 199 3 stewards
200 to 499 5 stewards
500 or more 5 stewards plus additional steward for each 100 employees

B. At an installation, the Union may designate in writing to the Employer one Union officer actively employed at that installation to act as a steward to investigate, present and adjust a specific grievance or to investigate a specific problem to determine whether to file a grievance. The activities of such Union officer shall be in lieu of a steward designated under the formula in Section 2.A and shall be in accordance with Section 3. Payment, when applicable, shall be in accordance with Section 4.

C. To provide steward service to installations with twenty or less craft employees where the Union has not certified a steward, a Union representative certified to the Employer in writing and compensated by the Union may perform the duties of a steward.

D. At the option of the Union, representatives not on the Employer’s payroll shall be entitled to perform the functions of a steward or chief steward, provided such representatives are certified in writing to the Employer at the Area level and providing such representatives act in lieu of stewards designated under the provisions of 2.A or 2.B above.

E. A steward may be designated to represent more than one craft, or to act as a steward in a craft other than his/her own, whenever the Union so agrees, and notifies the Employer in writing. Any steward designations across craft lines must be in accordance with the formula set forth in Section 2.A above.

(The preceding Section, Article 17.2, shall apply to PSEs)

Payments of stewards are in accordance with Article 17 Section 4

Section 4. Payment of Stewards

The Employer will authorize payment only under the following conditions:

Grievances:

Steps 1 and 2 The aggrieved and one Union steward — (only as permitted under the formula in Section 2.A) for time actually spent in grievance handling, including investigation and meetings with the Employer. The employer will also compensate a steward for the time reasonably necessary to write a grievance. In addition, the Employer will compensate any witnesses for the time required to attend a Step 2 meeting.

Meetings called by the Employer for information exchange and other conditions designated by the Employer concerning contract application.
Employer authorized payment as outlined above will be granted at the applicable straight time rate, providing the time spent is a part of the employee’s or steward’s (only as provided for under the formula in Section 2.A) regular work day.

(The preceding Section, Article 17.4 shall apply to PSEs)

2. Must ensure time limits are followed in accordance with Article 15.

   a. Step 1 – 14 days to file of incident or reasonable became aware of issue.
   b. Step 1 answer – no later 5 days.
   c. Step 2 appeal – within 10 days of the supervisor decision.
   d. Step 2 meeting – within 7 days of receipt of Step 2 appeal.
   e. Step 2 decision – within 10 days after Step 2 meeting.
   f. Step 3 appeal within 15 days of receipt of Step 2 decision.
   g. Step 3 meeting – within 15 days
   h. Step 3 decision – within 15 days
   i. Step 3 denial – appeal to arbitration within 21 days of receipt of Step 3 decision
   j. Direct appeal to arbitration – within 30 day of receipt of Step 2 decision.

3. Time limits may be extended with joint agreement.

4. If there is no extension Article 15 Section 4 C provisions apply.

   C. Failure by the Employer to schedule a meeting or render a decision in any of the Steps of this procedure within the time herein provided (including mutually agreed to extension periods) shall be deemed to move the grievance to the next Step of the grievance-arbitration procedure.

5. Do not take short cuts.

6. Fill out every block on grievance forms and ensure the form is complete.

7. Complete Step 1 Form lines 1-6 and clearly state the issue and what you want.

8. Complete Step 2 Form lines 1-13

   Line 1- Personal Information: Grievant's name or Class Action. Complete address and phone number of Grievant or if Class Action; Complete address of Local Office supporting the Grievance.

   Line 2- EIN- Employee Identification number of Grievant; Craft, Level, Step, Duty Hours, Off Days, Email Address.

   Line 3- Job No. /Pay Location (Unit/Sec/Craft/Station/Office) Work Location City and Zip Code; Seniority Date; Preference Eligible Yes or No

   Line 4-Step 2 Authorized Union Rep (Name and Title); Office Phone Number; Office email address

   Line 5- Local Union President (Name); Office Phone Number, Office email address

   Line 6- Unit/Sec/Br/Sta/Ofc/; Postal Installation Level; Date/Time; USPS Rep-Supv; INITIALS (only verifies date of decision)

   Line 7- Step 1 Decision by (Name and Title); Date/Time; Name of Grievant and/or Steward who met at Step-1

   Line 8- Type of discipline (Letter of Warning, Seven days suspension, Removal); or Contract Violation (Awol, Lwop, Holiday, Overtime, etc.); Local Grievance No. assigned by the Local

   Line 9- USPS Step 2 Designee (Name and Title); Name of Installation/Sec. Center/NDC work in; Phone Number, including area code; USPS Grievance No.
9. **Step 3 Form** – Every box must be completed – Signature of the person making the appeal and date of appeal are very important. Send to proper National Business Agent (NBA)

10. **Direct Appeal to Arbitration** – Every box must be completed. Signature of the person making the appeal and date of appeal are very important.

**STEP 2 APPEAL TO ARBITRATION GRIEVANCE FORM** Please check the Expedited or Regular Arbitration Panel box based on type of grievances listed below that may be appealed from Step 2, to arbitration pursuant to Step 2 (h) of the National Agreement. Note: Safety and Health grievances appealed to Step 2, pursuant to Art. 14.2, may also be appealed to arbitration using this form.

**Expedited Arbitration Panel Issues:**
- AWOL
- Letters of Warning
- Suspensions of 14 Days or Less
- Letter of Demand of Less Than $2,000
- Withholding of Step Increases
- Article 25-Higher Level Assignments of,
- Individual Grievances for: Overtime, Annual Leave, Sick Leave, Leave Without Pay, Court Leave, Restricted Sick Leave, Requests for Medical Certification, Holiday Scheduling, Clerk Seniority Disputes

**Regular Arbitration Panel Issues:**
- Suspensions of More Than 14 Days for Discharge
- Indefinite Suspension Crime Situation
- Emergency Procedure
- LMOU Disputes – Grievances where the primary article(s) or disputes(s) being grieved is over the interpretation, application or compliance with the Local Memorandum of Understanding
- Safety and Health

11. **Major Sources of Information**

   a. Collective Bargaining Agreement
   b. Local Memorandum of Understanding
   c. JCIM – Contract Interpretation Manual
   d. ELM – Employee Labor Relations Manual