

STEWARD CHECK LIST

- ◉ Name of Member/Employer
- ◉ Date of Incident
- ◉ List of Witnesses
- ◉ Timelines
- ◉ Statements from Witnesses (attach copy)
- ◉ Discipline Letters (attach copy)
- ◉ Supporting Records, Letters, Etc.
- ◉ Employee Notes (attach copy)
- ◉ Operative Rules or Policies (ensure provided)
- ◉ Notes from Management and/or alleged violated articles
- ◉ Grievor's Statement

SUCCESSFUL HABITS OF AN EFFECTIVE STEWARD

SKILL

DESCRIPTION

Know Where to get answers

- ◉ When you are not sure of the answer to a question asked. It is better to take the time to get the correct answer than to give out wrong information. Refer to your union rep for contract interpretation and labour law. Other Stewards are great resources for other issues.

Learn to delegate

- ◉ You are not expected to do everything by yourself. Get more people involved; more will be accomplished.

Ask Questions

- ◉ The more information you have, the better prepared you are to assist your co-workers and colleagues.

You are A Peer

- ◉ As a Steward, you are on equal terms with Management.

Pick Your Battles

- ◉ Take a stand on issues you KNOW you can defend.

Always get back to people

- ◉ Follow through on your commitments and avoid promises you know you can't keep.

Be Organized

- ◉ Keep track of appointments, meetings and notes so that you can find things quickly

Don't be afraid to make mistakes

- ◉ Learning from your mistakes will make you a better advocate in the long run