



## FSA Steward Policy

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### Staff Stewards / Faculty Stewards

Stewards are elected to represent specific areas for a period of one year with an option to renew for a second year. Stewards do not hold executive office but may attend FSA Executive meetings with voice but no vote.

#### 1. Compensation:

The stewards will receive a stipend of \$350 per year for expenses such as internet connections at home, printer cartridges, stationery supplies, mileage and travel. In addition, members are able to submit requests for extraordinary items to the Finance Committee.

#### 2. Expectations

Stewards are required to participate in a short training workshop with respect to the Collective Agreement, the role of the steward in contract administration, and what to do when approached by a colleague with questions. This workshop is conducted annually. In addition, the FSA may provide other workshops on topics of interest to Stewards from time to time. The FSA will cover replacement costs when required.

#### 3. Duties of Stewards

- Respond to inquiries from fellow members about their rights and responsibilities under the Collective Agreement.
- Represent fellow members under the guidance of the relevant Contract Administrator.
- Be informed of official union policy and be prepared to answer members' questions under the guidance of the relevant Contract Administrator.
- Identify emerging issues and/or possible contract violations and report them to the Contract Administrators.
- Promote union consciousness and values in the workplace.
- Meet with the Contract Administrators as required.
- Prepare preliminary "case" documents for the Contract Administrators and/or the FSA executive.
- Act as an advocate -- "helpful friend" -- to those involved in informal and formal grievance procedures.

*Approved by the Executive committee – September 27, 2012*