



Municipal Employees Association APPLICATION FOR STEWARDSHIP

Name: _____ Employee ID: _____

Address: _____ City: _____ Zip: _____

Home Number: _____ Work number: _____ Cell number: _____

Home E-Mail: _____ Work Hours: _____ Department: _____

Hired Date: _____ Supervisor: _____ Job Title: _____

Reasons you want to be a steward: _____

How do you think you can help MEA and/or co-workers as a steward?

Have you ever been a steward or worked for a union before? YES ____ NO ____

Where and when? _____

Have you read MEA's MOU? YES ____ NO ____

As a steward, will you be willing to attend training? YES ____ NO ____

As a steward, will you be able to attend MEA meetings? YES ____ NO ____

Are you currently under any administrative investigation? YES ____ NO ____

Please remember if you are chosen as a steward of this association, you must be willing to volunteer a reasonable amount of your personal time. As a steward you are appointed to serve as a representative of MEA. Stewards must be able to negotiate the settlement of grievances between employees and management, ensure compliance with MEA's MOU, and upgrade MEA members to full dues paying members. Thank you for your interest in becoming a steward. We will contact you shortly for an interview.

SIGNATURE _____ DATE _____

Thank you for applying – Return completed application by **01/29/10** to any Board Member or return mail to:

**Municipal Employees Association
P.O. Box 748
Santa Monica, California 90406**

Steward Job Description

Often when working on the job site, members sometimes overlook our Union Steward's role in the labor-management relationship. Being a Steward is a difficult task. As a Steward of this Association, you must be willing to volunteer a reasonable amount of your personal time. The purpose of union Stewards is job site union representation. Often, they are the first person sought out when there are problems on the job site.

The typical duties of a Steward are:

1. To insure job site safety.
2. Monitor the administration of MEA's MOU.
3. File grievances (under certain circumstances).
4. Represent workers in investigatory meetings with the City.
5. Work with the employer to solve on-the-job problems.
6. Act as a conduit to the MEA Board.

Stewards are protected when exercising their duties under the National Labor Relations Act (NLRA). An employer may not retaliate against a Steward because of the way the Steward carries out his or her union duties and the employer must apply the same standards to Stewards as it does toward other employees. If a Steward is harassed or punished by the City for union activities, it is an unfair labor practice and a complaint may be filed with the Public Employment Relations Board (PERB) against the employer. Stewards have the legal right to investigate grievances, however nothing requires employers to permit union business during work time unless the contract allows for it or the employer chooses to allow it.

Stewards also have the right to request information from the employer for the purpose of:

1. Monitoring MEA's MOU.
2. Investigating, preparing, and/or attending a grievance.
3. Work towards obtaining a mutual solution.

Stewards should always work in conjunction with their MEA Board and/or MEA Attorney when filing a grievance.

Being a Steward requires an array of advanced skills such as:

1. Strong interpersonal skills.
2. Familiarity with the contract.
3. Diplomacy.
4. Good judgment.
5. Personal integrity.
6. Computer skills.
7. Ability to maintain confidentiality.

The Steward's role is a vital link in the labor management relationship. It is MEA's first line in dealing with matters affecting both the employer and employee.