

Guidelines For Stewards of AFSCME, Local 391 Connecticut Council #4, AFL-CIO

The following guidelines have been founded by the Local 391 Executive Board. These guidelines have been established to insure that all Stewards have a clear understanding of their responsibilities both to the Membership and the Union. With this understanding, it is our hope that representation for all will be the best possible we can offer for our brothers and sisters of this Local.

1. Not engage in or encourage anti-union activity.
2. Not engage in any activity which would harm another member.
3. Comply with the legal obligation on the part of the Union, as exclusive representation of the bargaining unit, to represent all eligible employees, members and non-members alike, fairly without discrimination, obvious negligence, or through arbitrary or capricious decisions.
4. Enforce the Collective Bargaining Agreement, Connecticut State Labor Laws and the International and Local Constitutions.
5. Attend a minimum of Five (5) Membership meetings per year.
6. Convey concerns of the membership to the Local 391 leadership.
7. Keep membership informed of the Union activities.
8. Attend Steward training sessions as required by the Local.
9. Furnish to the Local 391 all pertinent grievance information needed to process, communicate, and ultimately represent this Local's members effectively.
10. To maintain a good standing with this Local; if you are placed on a promotional list to promote out of the NP-4 Bargaining Unit; you must notify the Executive Board and submit your resignation in writing to same immediately thereafter*.

***Any Steward promoting out of the NP-4 Bargaining Unit will be removed as a
Steward from this Local after confirmation of same by the Executive Board**