



**\*\*\* DUTIES OF A SHOP STEWARD \*\*\***

Duties of a shop steward shall include but are not limited to:

- A. **Completing as soon as possible after his/her initial election, the Steward Training Certification Program as prescribed by PEF;**
- B. **Communicating union news and policy to the membership at the site he/she represents and all information that comes to him/her from the union, and conveying to the PEF leadership the concern, new developments, and problems of the membership or the Division;**
- C. **Acting as the first-line liaison between management, the union leadership and membership for the resolution of problems and the handling of grievances;**
- D. **Being able to prepare a meeting agenda, conduct an effective meeting following that agenda, to familiarize himself/herself with PEF rules of parliamentary procedure and Robert's Rules of Order and be able to comply with the same;**
- E. **Making himself/herself knowledgeable with the respective PEF collective bargaining agreement(s), the steward manuals, departmental/agency procedures and policies as well as the Civil Service Law, if applicable;**
- F. **Posting all information he/she receives from the union; and making every effort to fully understand the contents in order to be prepared for questions from the membership;**
- G. **Recruiting new members and seeing that new employees are given the proper orientation to both their work and their union. This orientation should encourage new employees to get involved in union activities;**
- H. **Interact knowledgeably and appropriately with management and his/her peers, keeping in mind that his/her physical appearance, promptness, and courtesy help to make the task less of a challenge;**
- I. **Representing his/her constituency at divisional, regional, and meetings of organized labor in the community;**
- J. **Developing personal skills and competencies to provide valuable contributions and sincere and dedicated service to the union and his/her constituents, demonstrating at all times the professional attitude this union exemplifies;**
- K. **Conducting his/her PEF activities with honesty and integrity.**