

# STEWARD GUIDE

# HONEYWELL & RESIDEO

**INTRODUCTION:** This guide is designed for elected Stewards. The guide's purpose is to give a short course of essential topics that every Steward should know. Questions on any material in this guide or anything not in this guide should be referred to the Business Agents at the Union Hall 763-267-6150. This guide is divided into several sections but is not all-inclusive; it can be revised from time to time. The final authority on any issues in this guide is the current Collective Bargaining Agreement (CBA) and Local Union Bylaws.

## **1. GENERAL CONDUCT:**

- a. You were elected to represent all Members and to protect their best interests. If you're having problems, get help from Senior Stewards.
- b. Think before you act or speak, keep your word, do not lie or act in such a way that people will distrust you. A good working relationship with your Teamster Brothers and Sisters along with the company is essential.
- c. Never discuss/share personal or sensitive information with anyone except those who have a legitimate need to know.
- d. Never discuss or share anything in a member's file or medical records unless they provide permission with written consent.
- e. Your Union Steward should keep and maintain a file of important documents (Overtime lists etc.) for your department. In addition, personal information, notes, etc., must be held at a secure location.
- f. Every member of this Union is expected and required to recognize a responsibility to the Union, honor the oath of loyalty, and refrain from all activities which are inconsistent or in conflict with these obligations. No member should at any time slander, libel, or abuse members, officers, agents, employees, or representatives of this performance of its legal or contractual obligation.

## **2. GRIEVANCES:**

**Step 1: Investigation:** A Union member comes to you with a complaint. You investigate the complaint by interviewing members who may have knowledge of what has occurred, witnessed the event, have information, or are otherwise involved with the complaint. (Fill out a STEWARD'S INVESTIGATORY INTERVIEW CHECKLIST)

Is the complaint a violation of the contract? Is it controversial over the interpretation of the contract? Is it a charge involving wages, hours, or working conditions resulting in undue hardships?

**If the answer is NO: you may be involved in a personal situation or conflict that does not violate the contract but may require your attention, intervention, or consideration.**

**If the answer is YES:** The Grievance shall be orally presented to the Supervisor by the Steward within ten (10) working days after the event giving rise to the Grievance. The Departmental Supervisor and Steward will make a fair and reasonable effort to settle the Grievance in Step 1. No one other than the aggrieved and the Departmental Steward shall participate in presenting Grievances under Step 1. No settlement in this Step 1 shall be made in violation of CBA.

If a settlement is not reached within ten (10) working days after oral presentation to the Supervisor, the Grievance may be referred to Step 2.

After receiving a final reply from the Supervisor grievance to be referred to, Step 2 shall be reduced to writing by the Business Agent with a clear statement of the issues involved and the relief sought. Grievances thus reduced to writing shall be presented to the Department Supervisor within ten (10) working days of the Supervisor's final reply, who shall promptly transmit the written Grievance to the designated Human Resources Representative for handling in accordance with Step 2.

**Step 2: Hearing:** Union Business Agents and Labor Relations Representative will set up a Grievance Hearing. Union Business Agents will notify the involved Department Steward, Plant, or Area Chief Steward of the Step 2 agenda, so all parties are informed.

**Step 3: Hearing:** If the Grievance is not resolved at Step 2, it will move forward to Step 3. Step 3 hearings will be set up as needed by Union Business Agents and Labor Relations. They will discuss each case in an attempt to resolve the outstanding issues. If an agreement cannot be reached, the Grievance is then considered for Arbitration.

**Step 4: Arbitration:** Union Business Agents along with Union Legal will decide which Grievances will proceed to Arbitration. If not Arbitration, it will be referred to the Grievance Panel.

**3. MEETINGS:** Executive Board meets at least once a month and more if needed. General Membership Meeting: Noon/12:00 pm, and 3:30 pm for all shifts on the first (1) Wednesday of the month. Summer Meetings (June, July, and August) are voted on by the Membership and are usually suspended due to vacation season. Executive Board continues to meet in June, July, and August.

**4. STEWARD and WELFARE DIRECTOR ELECTIONS:**

**All Department Stewards:** Are elected on odd-numbered years during the 30 days from September 5 through October 5. The Plant Steward or Department Steward will set a time that is convenient for your department.

**Plant Steward:** Nomination/election will be held at the General Membership meeting in November of the odd-numbered years.

**Area Chief Steward:** Nomination/election will be held at the General Membership meeting in December of the odd-numbered years.

**Welfare Director:** Nomination/Election will be held at the General Membership meeting in December of the odd-numbered years. Nominees must have counselor training. Therefore, active members interested in becoming a Nominee must contact the Union to schedule counselor training at least six (6) months prior.

**5. STEWARD and WELFARE DIRECTOR DUTIES:**

**Plant Steward:** Are responsible for the coordination of all Union activities within their plants. They may assist Department Steward with Grievances at Step 1 if needed.

**Area Chief Steward:** Are responsible for coordinating all Union activities within their division or shift, including all matters affecting wages, hours, and working conditions. Additionally, they may participate in all Grievances at Step 2 and Arbitration if needed.

**Welfare Director:** The Welfare Director shall be responsible for the direction of all welfare and counseling activities sponsored by the Union.

6. **EXECUTIVE BOARD DUTIES:** The Executive Board is the governing authority between general membership meetings. It sets and carries out policy and procedures and is responsible for the day-to-day operation of the Union. Members of the Executive Board are:

**Secretary-Treasurer:** Is the responsible Executive and Administrative Head of the Local Union. As the Principal Officer of the Union, they are authorized to supervise, direct and control all of the Executive and Administrative functions of the Union. The Secretary-Treasurer is the Chief Financial Officer for the Union and handles grievances at Steps 2, 3, and 4. They may appoint additional Business Agents as needed, subject to confirmation by the Executive Board. They are a full-time Business Agent of one (1)

**President:** Chairs General Membership meetings and has a variety of administrative tasks. They handle grievances at Steps 2, 3, and 4. The President is a full-time Business Agent of one (1)

**Vice President:** Has a variety of administrative functions and is a part-time position of one (1)

**Recording Secretary:** Records the minutes of the General Membership meetings and Executive Board meetings. They are responsible for other records and is a part-time position of one (1)

**Trustees:** Are responsible for auditing all financial transactions of the Union. They do this monthly and report their findings to the Secretary-Treasurer. This is a part-time position of three (3)

7. **NEGOTIATING COMMITTEE:** In cases where there are negotiations and the Membership consists of five-hundred (500) members or more: the negotiation committee will consist of: five (5) members of the Executive Board, three (3) additional members to be elected by secret ballot, at a General Membership meeting or Special meeting called for that purpose only.

8. **ISSUES:**

a. **Discharge:** If a member is discharged for any reason, the Steward will be given reasonable notice of the discharge. The Steward will give a Verbal Grievance disagreeing with the action to whom is giving the discharge. The Steward should then immediately notify the Plant Steward. Union Business Agents with Labor Relations will set up a Step 2 hearing if the discharged employee requests one. Ensure you get current contact information from the member being discharged. If you need to contact the grievant. (Phone and Address)

b. **Subcontract:** Issues should be brought to the attention of the Plant and or Area Chief Steward. The Authorized Union Representative must be notified before any of their work being subcontracted. Their recommendations must be duly noted and responded to by management. Authorized Union Representative will inform the Union Officers in writing of any subcontracting plan.

c. **Jurisdiction:** Bargaining unit work will not be done by Non-Bargaining unit employees.

d. **Personal Conflict:** **The Union does not condone or tolerate discrimination or harassment of any kind.** Generally, a conflict between Union members is best handled within the Union ranks. Department, Plant, Area Chief Stewards, and Union Business Agents can all assist in trying to resolve these disputes before formal complaints are made.

e. **Remarks in Records:** Management should add no comments to a person's record without the member's knowledge. The members do not have to sign or initial that they have to read or agreed to the remarks. The member has the right to dispute any entry in their record. All entries should be dated, and all documents are confidential. Stewards may not read other member's files without that member(s) permission.

9. **MISCELLANEOUS:**

- a. **Bible or Candle:** Are provided to a member when they have a death in the family of their:  
**(Mother, Father, Spouse, Child, or Step Child)**

The Plant or Department Steward needs to contact the Union Hall with the member's name, the relation of the deceased, choice of Bible (Protestant or Catholic), or Candle.

- b. **Weekly Indemnity (STD):** Contact Honeywell/HR Help Line. If they are having problems, direct them to the Welfare Director or the Union Hall. **When you have a return to a work meeting, it is recommended that you have the Welfare Director or Union Representative present.**

- c. **Family Medical Leave Act (FMLA):** Allows employees to take a job-protected, unpaid leave of 12 weeks in any 12 months because of: Birth of Child, Adoption or placement of a child, Care of a family member with a serious health condition, or serious health condition of an employee. If members have concerns or questions about FMLA, they should contact the Welfare Director or Business Agent at the Union Hall.

**PHONE NUMBERS:**

**Local Union Hall: Main: 267-6150 Fax: 763-267-6154**

**Honeywell/HR Help Line: 1-877-258-3699 Fax: 1-847-883-8236**

**Resideo Help Line: 1-833-277-8057**

**Food Shelf: 612-378-0446**

**Service Bureau: 612-676-3700**

**Welfare Director: 763-528-5291**

**PLEASE REFER TO THE LOCAL UNION BYLAWS AS THESE MAY CHANGE FROM TIME TO TIME.**