

Local 21

Union Information Stewards (Trial)

Introduction:

Being a Union Information Steward (UIS) is a valuable learning opportunity that can significantly enhance an individual's skills and knowledge on how our Union operates, including the structure, processes, and decision-making, while also deepening one's understanding of labour relations and collective agreements. It's a challenging but rewarding role that can empower individuals to become effective advocates and leaders in their workplaces. We thank you for participating in this role.

General Outline:

Union Information Stewards (UIS) are intended to serve as valuable sources of information in the workplace and function as liaisons between the membership, 2nd VP and the Grievance Chair.

These individuals function on a volunteer basis and will be given access to Union training opportunities based on need and availability. The Information Steward program is being launched on a trial basis for the 2025 period and will be reevaluated in April 2026. During the initial trial of the program one (1) Steward will be assigned for each area associated with a Local 21 Grievance Chair, but may be expanded in the future.

Duties: *(subject to change)*

1. Greet new Local21 members in your assigned area and encourage their participation in Union activities, voting and provide them with notification of their obligation to be sworn in as members at the next General meeting they attend.
2. Must attend all Union General meetings, Special Meetings and Union Votes
(Not applicable to area specific Letters of Understanding votes).
3. Maintain the Union binder in their workplace, and post notices for all officially endorsed Union activities, meetings, events and newsletters on the assigned Union Boards in their designated area.
4. Act as a liaison between the members and the Union Executive Board, and if needed direct members to the Grievance Chair for their area by providing them the name and email for said Chair.
5. Perform duties assigned to them by the Executive Board, or the 2nd Vice President.
6. On resignation or termination from their position, immediately surrender all Union materials and property of the Local to the duly elected/appointed successor.

Note:

Information Stewards are not able to represent members in disputes, and cannot provide direction or statement to members on matters of grievance or policy other than directing said member to the relevant clauses in the CBA.

Nomination / Appointment:

Note:

The nomination period for the trial 2025 period started in August and will continue till all Information Steward Roles are filled. The assumption of duties of stewards will take place at the month following the Executive meeting in which they were appointed.

After this period the dates below will apply.

1. To be nominated as an Information Steward, you must be currently employed in one (1) of the Departments represented in said area.

2. Nominations will occur in May and follow the election schedule for the Grievance Chair representing their area. Elections for Information Stewards are area specific, and notice will be provided on the Union Boards available in the designated area and on the Union website.

The appointment of Stewards shall take place at the Executive meeting in June, and any Steward appointed in June shall take their duties on the first (1st) day of July following their appointment.

3. Appointment of Information Stewards shall be made through the Executive Board and vote.

4.(i) Any Information Steward in good standing being dismissed from the service from the City shall be considered a member of the Union until such time as all negotiations or procedures for reinstatement of said member has ceased.

(ii) When an appointed Information Steward ceases to be a member in good standing and continues not in good standing for a period exceeding thirty (30) days, or a vacancy occurs as a result of death or resignation or incapacity to carry out the responsibilities of office their office shall be declared vacant, and no person shall hold the position of Steward in the Union who has not been a member in good standing for at least one (1) year.

5. In the event of any Information Steward being suspended or expelled from the Union or absenting themselves for three (3) consecutive meetings without good and sufficient cause, tendering their resignation from office, leaving the service of the City, or leaving the bargaining unit of employees represented by the Union, their position shall be declared vacant.

6. Information Stewards shall be removed by Executive Board vote if they are found to have deliberately misrepresented the Union, attempted to formally advise or represent a member in a labour dispute or have otherwise demonstrably harmed the Union or its members.

7. Should an Information Steward position becomes vacant before the three (3) year period, the original list of nominees will be consulted and a member shall be appointed from that nominee list. If no previous none-appointed nominee exists then a new call for nominee notice will be placed for the Information Steward role in question.