



SHOP STEWARD ELECTION

As required by the SEIU 668 Constitution, all shops are to hold elections for shop stewards (or shop councils, depending upon your shop's structure) in January of each year.

Below is a sample ballot you can use as a guideline if you wish.

- CSS** = Chief Shop Steward
- ALSS** = Alternate Shop Steward
- SS** = Shop Steward
- CSUP** = Chief Supervisory Shop Steward
- SUPS** = Supervisory Shop Steward
- ASUS** = Alternate Supervisory Shop Steward
- CP** = Contact Person (not an elected position)

(cut and submit)

BALLOT

- | | |
|--|--|
| <input type="radio"/> CSS, _____
name of person running | <input type="radio"/> CSS, _____
name of person running |
| <input type="radio"/> ALSS, _____
name of person running | <input type="radio"/> ALSS, _____
name of person running |
| <input type="radio"/> SS, _____
name of person running | <input type="radio"/> SS, _____
name of person running |
| <input type="radio"/> SUPS, _____
name of person running | <input type="radio"/> SUPS, _____
name of person running |
| <input type="radio"/> ASUS, _____
name of person running | <input type="radio"/> ASUS, _____
name of person running |

DUTIES OF A STEWARD

The steward is responsible for policing the contract and building members' understanding of the union. These responsibilities include:

1. Handling grievances and enforcing the contract. The steward enforces the contract by watching for violations and discussing such with management. If not resolved through discussion, a grievance is filed.
2. Organizing and maintaining a 100% union shop. The steward personally welcomes new employees. Contacts trainees in their first week of employment. Explains the '*insides*' of the job. The steward mentions improvements in working conditions and additional gains at the shop level.

The steward should keep record of each member. Some stewards find 3 x 5 cards work well. When a member changes his/her name, address, or work location, note the change and send the 3 x 5 card to the union office in your location. Post a notice on the union bulletin board asking members to keep the steward informed of these changes.

Attain new membership cards. Make use of the bulletin board to communicate with members.

3. Unionizing the organized. The steward organizes and conducts local shop meetings on a regularly scheduled basis. The steward gets the shop consensus on issues and reports the business of chapter and statewide meetings. The steward conducts local labor/management meetings and reports the results to members. Encourage members to attend shop, chapter and statewide meetings. The steward communicates with other shops, meet and discuss members and reads all shop steward mailings.

Remember...

An Informed Membership Means a Strong Union!

SEIU 668 SUPERSENIORITY POLICY

We currently have 500 superseniority slots for rank and file and 150 for supervisors within the state unit. The law requires that for a union member to hold a superseniority slot that individual must be actively involved in contract enforcement and representation of members. Additionally, the union must be able to validate the selection of the individuals who are granted superseniority. With this in mind, the following will be the policy of the local in granting superseniority.

1. Any individual placed on the superseniority placed on the superseniority list must be a properly elected union official who is actively involved in contract enforcement and representation at the shop, chapter or state level.
2. When a steward election is held, ballots must be returned to the SEIU 668 office in that area for that election. A certification of election signed by the Election Committee must accompany the ballots. The ballots will be retained in the SEIU 668 office for that person(s) term(s) of office. If ballots are not received in the union office, the individual(s) will not be placed on the superseniority list.
3. All chief shop stewards will be granted superseniority.
4. Additional slots will be allocated based on increments of 50 eligibles (Note: eligibles NOT members). A shop with 50 or fewer eligibles will have one slot (chief steward). Shops with 51 to 100 will have two slots (chief steward and an alternate steward). Shops with 101 to 150 will have three, etc.
5. Chief shop stewards or alternates may allocate their superseniority slot to another less senior alternate shop steward as long as that person has met the requirements slated in #1 and #2.
6. After superseniority slots have been allocated to all eligible stewards and alternate stewards as outlined above, any remaining slots will be allocated to the Statewide Executive Board members in the following priority:
 - a. Elected Chapter Chairs
 - b. Elected Statewide Committee Chairs
 - c. Statewide Committee Members Elected Statewide
 - d. Trustees
7. Business Agents are responsible for making ongoing changes to the superseniority list. They are to be keyed into the compute by the chapter administrative staff. A hard copy is sent to the Harrisburg office to insure changes are properly input and accepted by the computer. Information must be reported promptly and accurately.
8. An updated list will be sent quarterly to the Commonwealth Office of Administration from the statewide president. A copy of the quarterly list will be sent to chapter chairs.
9. Questions on superseniority should be directed to the appropriate business agents. If issues remain, they should be forwarded to the statewide president.

This policy applies only to state unit workers in the F-1, F-4 and F-5 bargaining units. In all other cases, superseniority shall be granted in accordance with the contractual agreements.