

SEIU 668

2589 INTERSTATE DRIVE
HARRISBURG, PA 17110-9602
MAIN (717) 657-7677
TOLL FREE (800) 932-0368
FAX (717) 657-7662

PRESIDENT STEVE CATANESE • SECRETARY-TREASURER JOANNE P. SESSA



TO: All SEIU 668 Shop Stewards
FROM: JoAnne P. Sessa, Secretary-Treasurer
DATE: December 10, 2018
SUBJECT: Shop Elections

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 2019.

Enclosed, please find:

- the super seniority policy,
- election guidelines for shops,
- duties and responsibilities for shop stewards,
- a shop steward election results reporting form,
- a list of eligible, voting members for your shop.

A blank ballot is also enclosed. Please make copies to hold your elections.

If you find discrepancies regarding lists of eligible members, please contact your Business Agent right away. You may find BA and other union contact information here:

<http://www.seiu668.org/contact-us/>

The duties of shop steward are perhaps the most important of any office. They are the first line of defense and guardian of the contract. What is unique about the function of a shop steward is the opportunity to have other elected stewards assist the chief shop steward and *together keep the shop informed on key issues, mobilized and able to respond to any contractual injustice levied against our members.* We appreciate all the time and hard work our shop stewards donate year-round.

Please contact your Business Agent if you have any questions regarding the shop elections process and/or guidelines.

Results should be forwarded to your Business Agent, in writing PRIOR to Wednesday, February 6, 2019. Ballots and reporting forms MUST be included. Individuals can NOT be placed on the super-seniority list until ballots are received.

A report of elected stewards will be provided to the Chapter Chairs thereafter.

Thank you again for all your efforts past and future.

cc: Steve Catanese, President
Statewide Officers
Chapter Chairs
Business Agents
Claudia Lukert, Esq., Chief of Staff

JS/pcl:yh

UEU Local #1



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December 10, 2018

SUPER SENIORITY POLICY

We currently have 500 Super Seniority slots for Rank and File and 150 for supervisors within the State Unit. The law requires that for a union member to hold a Super Seniority 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 individuals who are granted Super Seniority. With this in mind, the following will be the policy of the local in granting Super Seniority:

1. Any individual placed on the Super Seniority 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 PSSU Office in the area for that election. A certification of election, signed by the elections committee, must accompany the ballots. The ballots will be retained in the SEIU 668 PSSU 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 Super Seniority list.
3. All Chief Shop Stewards will be granted Super Seniority.
4. Additional slots will be allocated based on increments of 50 *eligible* (NOTE: eligible NOT members). A shop with 50 or fewer eligible members will have one super seniority slot designated for the Chief Steward. Shops with 51 to 100 eligible members will have two super seniority slots, for the Chief Steward and an Alternate Steward. Shops with 101 to 150 will have three, for the Chief Steward and two Alternate Stewards.
5. Chief Shop Stewards or alternates may allocate their Super Seniority slot to another less senior Alternate Shop Steward as long as that person has met the requirements stated in #1 and #2.
6. After Super Seniority 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:
 1. ELECTED CHAPTER CHAIRS
 2. ELECTED STATEWIDE COMMITTEE CHAIRS
 3. STATEWIDE COMMITTEE MEMBERS ELECTED STATEWIDE
 4. TRUSTEES
7. Business Agents are responsible for making ongoing changes in the Super Seniority list. A hard copy of such changes is to be sent to Yolanda Humphrey at the Harrisburg Office, to ensure that changes are properly completed. 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 statewide list will be sent to the Chapter Chairs.
9. Questions on Super Seniority should be directed to the appropriate Business Agents. If issues remain, they should be forwarded to the Statewide President.

PLEASE NOTE: THIS POLICY APPLIES ONLY TO WORKERS IN THE STATE UNITS F-1, F-4 AND F-5 BARGAINING UNITS. IN ALL OTHER CASES, SUPER SENIORITY SHALL BE GRANTED IN ACCORDANCE WITH CONTRACTUAL AGREEMENTS.

SHOP ELECTION GUIDELINES

In order to apply uniform application of election and voting procedures at the shop level, the following policy shall be used throughout SEIU 668.

1. Whenever elections are directed by the SEIU 668 Constitution, or when vacancies occur in the first part of a term, it shall be mandatory to establish an Election Committee to oversee and run the election.
2. The members of the Election Committee shall not be candidates nor on the ballot for the election.
3. The minimum number of Election Committee members shall be three (3), but no more than five (5) persons.
4. Volunteers to serve on the Election Committee shall be sought at the shop/chapter level as appropriate.
5. Volunteers for the Election Committee must be members in good standing.
6. In the event of conflicts surrounding selection of the Election Committee, shops shall appeal to the Chapter Chair. If unresolved, the appeal should be made to the Chapter Board.
7. Notification of nominations by the Election Committee will be announced ten (10) days prior to the date of the vote and posted on the union bulletin board.
8. Voting shall be by secret ballot only! **Write-in, proxy, or absentee voting is not permitted.**
9. A listing of eligible voting members shall be used to be certain all members in good standing receive ballots.
Important: New members may produce a pay stub showing dues deductions in order to cast their ballots.
10. Members shall sign their names as it appears on the listing acknowledging receipt of their ballot.
11. In accordance with law, candidates should be cognizant of the fact that they may not campaign on time that is paid by the union, or by the employer; nor use union or employer funds, facilities or equipment to assist them in their campaign. However, candidates retain their rights and responsibilities to participate in the affairs of the union.
12. Voting by members shall be over a period of three working days. A deadline for return of ballots and to whom and/or where the ballots are returned will be noted on the ballots. Ballots, whether submitted by mail or in person, are due by 5:00 p.m. on the last day noted for return by the Election Committee.
13. All returned ballots, voided or challenged ballots must be kept on file at the chapter level for the duration of the term of office.
14. Shops must submit election reports and ballots to the appropriate Business Agent within five (5) working days of the election results. Election results submitted via mail must be sent certified mail, return receipt requested. In the event ballots are hand delivered, a receipt must be provided to the member delivering the ballots.
15. The Election Committee shall post-election results in the shop.
16. The Election Committee shall notify the appropriate Business Agent of the election results using the Shop Steward Election Reporting Form.
17. Counting of ballots is a public event. However, ballots can only be handled by the Elections Committee.
18. In the event that a candidate is running unopposed, the Election Committee will certify that there were no other candidates and the individual is therefore declared the winner. The Elections Committee must still notify the shop members of the election results.

Your Duties and Responsibilities as Shop Steward

It is the responsibility of all elected shop stewards to work together to ensure that your shop is organized and members are adequately represented. In each shop, Chief Shop Stewards, Alternates to the Chief Steward and Shop Stewards should determine how the work will be divided. These are the collective responsibilities of each Steward team.

- ◆ Enforce the contract.
- ◆ Attend steward trainings.
- ◆ Represent workers in grievance and disciplinary proceedings.
- ◆ Investigate, write and file grievances.
- ◆ Maintain files and records.
- ◆ Form Labor/Management and Health and Safety Committees to address all the problems in the workplace and hold regular (monthly or quarterly) meetings. This includes developing the agendas and circulating the minutes.
- ◆ Hold monthly shop meetings. *Always report to the membership the results of labor/management meetings and chapter meetings. Explain union-wide issues and policies to the membership.*
- ◆ Meet with management, **but never alone!** This can range from informal talks with supervisors to formal grievance hearings and labor/management meetings.
- ◆ Greet new workers! Encourage them to join and participate in our union by helping to lead new member orientation. (This will vary by worksite)
- ◆ Educate all co-workers about the importance of being a member of our union.
- ◆ Encourage current employees to become union members!
- ◆ Work on contract mobilization campaigns.
- ◆ Work on effective shop communications including e-mails, brochures, and maintaining an attention-grabbing union bulletin board!
- ◆ Organize work actions, petitions, demonstrations, and other shop activities.
- ◆ Attend and get shop members involved in lobbying local elected representatives on union issues and legislation impacting our jobs.
- ◆ Communicate with chapter officers and union staff as necessary.
- ◆ Attend Chapter Board meetings.
- ◆ Do not be shy about asking individual members to help you out. It is a great way to get them involved!
- ◆ Encourage members to visit the union website at www.seiu668.org to stay informed about activities of the union.

SEIU 668 SHOP STEWARD ELECTION REPORTING FORM

Please read all instructions before filling out form and submit to the appropriate Business Agent, along with election ballots when completed.

NAME OF SHOP: _____

SHOP ADDRESS: _____

SHOP PHONE #: _____

NAME OF PERSON FILLING OUT FORM: _____

ELECTION COMMITTEE SIGNATURES

PRINT NAME:

Elected Steward Title*	Super Seniority Slot Y or N (State Unit Shops)	Steward's Name, Address, Telephone Number	Name only of Steward being replaced	Title*
_____	_____	Home Phone _____ Work Telephone _____ Home E-mail _____		
_____	_____	Home Phone _____ Work Telephone _____ Home E-mail _____		
_____	_____	Home Phone _____ Work Telephone _____ Home E-mail _____		

Elected Steward Title*	Super Seniority Slot Y or N (State Unit Shops)	Steward's Name, Address, Telephone Number	Name only of Steward being replaced	Title*
_____	_____	Home Phone _____ Work Telephone _____ Home E-mail _____		
_____	_____	Home Phone _____ Work Telephone _____ Home E-mail _____		

REPORTING INSTRUCTIONS

Please provide all information regarding the steward change. This includes the name of the person being replaced and their steward title. Persons being replaced should hold the same position as the elected steward (i.e.; a CSS will replace a CSS, etc.).

CSS – Chief Shop Steward

ALSS – Alternate Shop Steward (Alternate to Chief)

SS – Shop Steward

CSUP = Chief Supervisory Shop Steward

ASUS – Alternate Supervisory Shop Steward

All CSS's and SUPS's in **State Shops** receive Super Seniority unless otherwise requested. An additional Super Seniority position is eligible to a shop for every 50 persons in that shop (i.e. 1-50 receive 1 position, 51-100 receive 2 positions, etc.). The next Steward eligible for a Super Seniority position is the ALSS with the most votes in the election. Ballots and this form **must** be returned to SEIU 668 before any elected stewards can be placed on the Super Seniority list.

For any questions regarding reporting election results, please contact your Business Agent. If you have any questions regarding member eligibility, please contact Kaitlyn Gutshall. Kaitlyn can be reached via e-mail at kaitlyn.gutshall@seiu668.org.

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 2019.

Below is a Sample Ballot you can use as a guideline if you wish.

CSS = Chief Shop Steward

ALSS = Alternate Shop Steward (Alternate to Chief)

SS = Shop Steward

CSUP = Chief Supervisory Shop Steward

ASUS = Alternate Supervisory Shop Steward

(tear and submit)

BALLOT

CSS, _____
Name of Person running

CSS, _____
Name of Person running

ALSS, _____
Name of Person running

ALSS, _____
Name of Person running

SS, _____
Name of Person running

SS, _____
Name of Person running

CSUP, _____
Name of Person running

CSUP, _____
Name of Person running

ASUS, _____
Name of Person running

ASUS, _____
Name of Person running