



# MENTORING NEW STEWARDS

## Areas of Steward Work

Date: \_\_\_\_\_

New Steward: \_\_\_\_\_ Work Location: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Areas of Steward Work - initial those you would be interested in	Initial
Postings/Communications: Stewards are needed to keep the bulletin boards and ward reps updated. This includes posting information from the provincial office ,notices of meetings, updating phone fan outs etc.	
Professional Responsibility Committee: Stewards are needed to guide the PRF's. This includes collecting the Complaints forms, talking to RN's about the problems, assisting them in completing the PRF forms and attending PRF meetings. Interest in the CRNBC Standards of practice would be of value.	
Workload Issues: Stewards are needed to assist members in documenting workload problems by monitoring the use of LPNs, casuals, overtime, and identifying problems. Helps to organize campaigns to increase RN staffing.	
Job Postings: Stewards are needed to monitor job postings and selection processes. You would work closely with the ward representative monitoring any changes and ensuring the collective agreement was being followed.	
Grievances: Stewards are needed to be advocates for members, to investigate the problems, consult the collective agreement and present issues to management using the grievance resolution procedure.	
Union Management Meetings: Stewards are needed to attend union management meetings and present union concerns.	
Occupational Health and Safety Issues: Stewards are needed to attend committee meetings, participate in early safe return to work meetings, conduct inspections, and accident investigations and mobilize members about health and safety issues.	
Treasurer: Stewards is needed to monitor Bargaining unit funds.	
Promotion: BCNU takes pride in staying connected to the membership. We hold bargaining unit and special meetings and participate in displays , rallies etc. This requires organizing and promotional skills.	
Education/Orientation: Stewards orient new members to the worksite to the union.	
Campaigns: Stewards are needed to assist members in organizing around work place problems. This involves research and working with groups.	



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## Orientation Checklist (12+ mo)

Date: \_\_\_\_\_

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Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#	Orientation, Tasks and Portfolio	Date	Mentor
1	First Meeting What does this new steward want to do?		
2	Nuts and Bolts Tour identify steward phone line, union bulletin boards, identify the fax machine #, where are grievance forms, PRF forms, CAs, how to contact the provincial office and how you complete a union leave form.		
3	Monthly stewards meeting/conference calls Provide a list of monthly steward meetings and reinforce the norm of attendance.		
4	Book new steward to attend BUS course.		
5	Book new steward to attend Basic in Burnaby.		
6	Book OH&S steward in the OH&S course.		
7	Work site Walk About Introduce new Steward to members and model how to collect member concerns.		
8	Meet the Other Union Reps Ask about their current issues in the workplace.		
9	Update magazine. Review current topics.		
10	Work site Union Orientation Show mentor how new members are oriented.		
11	Union/ Management meeting Show new steward union management minutes and notes. Ask her to come to the next meeting as note taker and to be introduced as a new steward. Process the meeting afterwards.		
12	Introduce new steward to the LRO.		
13	BCNU voice mail system Demonstrate how to phone in and check for and leave messages. Reinforce the Norm of Weekly reports.		

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14	Member / Bargaining unit meetings Schedule the new steward to attend a member or Bargaining unit meeting. Review who books rooms, ordering coffee, photocopying etc.		
15	Promotion Demonstrate and review how meetings are advertised using flyers, one to one reminders, communication books on the unit, phone fan out, email.		
16	Document concerns on a flip chart at the member meeting.		
17	Attend a regional meeting and education session.		
18	Visit the BCNU website. Try out the different links.		
<b>Campaign Portfolio</b>			
1	Discuss history of campaigns at your work site with Steward Co-ordinator, Regional Chairperson, and Regional Lobbyist.		
2	Review campaign resources (RN pins, T-shirts,) Review Workload Video.		
3	Conduct a one to one canvass to identify current issues to report to the steward meeting.		
4	Visit union websites for Campaign updates.		
5	Attend a campaign meeting as an observer Contact BCNU campaigns officer.		
<b>Communications Portfolio</b>			
1	Update union bulletin Boards weekly. Take down out of date notices and put up new notices from Stewards mail every week.		
2	Books rooms for union meetings.		
3	Review Ward Representative System.		
4	Get a copy of the latest seniority list from the Employer. Update the BCNU Phone Fan Out.		

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<b>Essential Services</b>			
1	Locate Job Action Manual Review Essential Services section. Focus on duties of the Essential Services Rep. Make notes of questions for the mentor.		
2	Locate your facilities 2001 Essential Services plan. Review the plan with the mentor. Make a list of units that have closed, changes in staffing etc.		
3	Attend Essential Services training when offered.		
<b>Grievance/Contract Portfolio</b>			
1	Review grievance steps Article 9.		
2	Review the number of open grievances, what stage they are, review calender of upcoming grievance meetings and how decisions are made on which steward does which grievances.		
3	Show how grievance files are maintained.		
4	Attend during a grievance investigation meeting and take notes.		
5	Ensure steward has a copy of the Contract Interpretation Manual.		
6	Checking a Personnel file- notify Human Resources that a grievor has asked you to check their personal file. Book a time to view the file. Bring pencil, post its to mark items you want photocopied.		
7	Step 1 meeting Book time for grievor, steward and manager to discuss the issue. Review your presentation with the mentor.		
8	Step 2 Take notes at a Step 2 grievance meeting.		
9	Step 3 Attend a Step 3 with an LRO in putting together a case.		
10	Search for arbitrations on the BCNU website.		
11	Support in preparing a Step 2 grievance.		

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<b>Occupational Health &amp; Safety</b>			
1	Review OH&S minutes for past 6 months and make notes of questions to ask the mentor.		
2	Meet key players in OH&S (Chair of Committee, Infection Control, Staff Health, Quality Assurance, WHIMS).		
3	Observe a return to work meeting.		
4	Observe OH&S meeting.		
<b>PRF</b>			
1	Review current PRF forms.		
2	Are there PRF binders on each Unit?		
3	Review Standards of Nursing Practice.		
4	Observe a PRF meeting.		
5	Check PRF monitoring system on the website.		
<b>Social</b>			
1	Review BCNU calender to establish dates for social occasions ie Nurses Week, Occupational Health and Safety Week, etc.		