POLICY AND PROCEDURES MANUAL

5.6.2 STEWARD APPOINTMENTS

Policy

To provide direction for the appointment of Stewards between Steward elections.

Procedure

Prerequisites for Steward Appointment

1. Members must have completed the Building Union Strength (BUS) workshop.
2. Must have attended a full-day Regional Meeting within two (2) years prior to the appointment.
3. Members must have completed at least three of the following, within the year prior to the appointment:
   (a) Bargaining unit Meeting;
   (b) Mini-Regional or dinner Meeting;
   (c) Health Authority board meeting;
   (d) Political meeting (i.e. a meeting with elected municipal leaders, the MLA, or an MP);
   (e) Regional Executive or Council Meeting (as an observer);
   (f) Lobbying event or BCNU rally;
   (g) Convention;
   (h) Human Rights and Equity (HRE) conference;
   (i) Nursing practice conference;
   (j) Been named on a grievance that can be verified and tracked;
   (k) Been involved in the professional responsibility process, that can be verified and tracked;
   (l) Acted in the role of HRE caucus representative; or
   (m) Acted as a unit/program/site representative.
4. If appointed, Members must commit to observing steward-related activities prior to taking BCNU Steward education. Such activities may include:
   (a) Investigating an issue at the worksite;
   (b) Observing a meeting (e.g. grievance, union-management, PR, or JOHS); or
   (c) Participating in a Steward team activity.
5. Members must have met with the Regional Council Member, or designate, to have a "pre-appointment conversation", which may include the following reference materials:
   (a) Steward role description;
   (b) Steward competencies;
   (c) Pre-requisites for becoming a BCNU Steward;
   (d) Steward commitment; and
   (e) Policy 2.0.2 Stewards.

Steward Appointment Process

1. A Member wishing to become a Steward, either self-identified or recommended by the Regional Executive or Steward Coordinator, will have a "pre-appointment conversation" with either the Regional Council Member or designate.

2. The Regional Council Member, or designate, will consult the Steward team regarding the potential appointment. Upon completion of the consultation, the Steward team will acknowledge, by a 2/3 majority decision, that:
    (a) There is a demonstrative need for an additional Steward;
    (b) The Steward team has the capacity to onboard a new Steward; and
    (c) The Steward team supports the appointment.
3. The Regional Council Member, or designate, will provide a notice inviting input on the potential appointment for five (5) days
4. The Regional Council Member will have sole appointing authority and will appoint a Steward if:
    (a) There are no active claims pursuant to Articles 1.10, 1.11, or 1.13 of BCNU's Constitution and Bylaws;
    (b) There are no restrictions in place pursuant to Articles 1.10, 1.11, 1.13 or 12 of BCNU's Constitution and Bylaws;
    (c) There is an acknowledgement of the steward team in (2) above;
    (d) There is an acknowledgement of the Membership in (3) above; and
    (e) It is not within six (6) months prior to or following the general steward elections (e.g. held every 3 years).
5. If the Regional Council Member approves the appointment:
    (a) The Member will review the pre-requisites for becoming a BCNU Steward with the Regional Council Member;
    (b) The member will complete the Steward commitment, Steward prerequisites, and Steward registration forms and forward them to the Regional Council Member; and
    (c) The Regional Council Member will sign the Steward registration form and forward it to the BCNU Membership department.

Exceptions to the Steward Appointment Process

1. Any Steward appointment within six (6) months, prior to or following, a general Steward election is restricted except in the following circumstances:
    (a) There has been a Regional Executive position by-election whereby a successful candidate has been elected;
    (b) Existing Stewards who may have transferred from one Worksite to another, within the same Region; or
2. Existing Stewards who may have transferred from one Region to another.

Transfer of Stewards from One Worksite to Another (Within the Same Region)

1. If an existing Steward wishes to transfer from one Worksite to another within the same Region, the Regional Council Member will approve the Steward appointment, upon completion of the necessary probationary or qualifying period, for the new employment position in the new Worksite.
2. The Regional Council Member will notify the BCNU Membership department of the change of primary Worksite.

POLICY AND PROCEDURES MANUAL

Transfer of Stewards from One Region (current) to Another Region (new)

1. Upon receipt of notification of the intent of a Steward to transfer from one Region to another, the current Regional Council Member will notify the BCNU Membership department of the transfer date out of the current Region.
2. Within 90 days of transferring out of the current Region, the Steward must notify, in writing, the new Regional Council Member, of their intention to transfer into the new Region. The Steward must include:
   (a) The date of transfer from the current Region;
   (b) The date of transfer into the new Region; and
   (c) The name of the new Worksite.
3. The new Regional Council Member will verify that the Steward has transferred into the Worksite within the new Region.
4. Upon verification, the Steward will complete the Steward commitment and registration forms and forward them both to the new Regional Council Member.
5. The new Regional Council Member will
   (a) Appoint the Steward;
   (b) Sign the Steward registration form; and
   (c) Forward the form to the BCNU Membership department.
6. The RCM will introduce the Steward to the FTS, or designate.
7. The Steward will work with the FTS, or designate to commence:
   (a) Introduction to the steward team;
   (b) Onboarding to the steward roles and responsibilities at the worksite; and
   (c) Orientation to any initiatives at the worksite.
8. If the Steward fails to follow steps (1-6) above, the Steward will forfeit the ability to transfer from one Region to another Region and would then be required to follow the process outlined in the "Steward Appointment Process" section of this policy.

Policy Footnotes

Section	5 Governance and Administration
Sub-section	5.6 Stewards
Policy Number	5.6.2
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Further reading	