



STEWARD POLICY

Adopted by the Executive Board 7/11/24

Expectations

OFNHP Stewards shall:

- Defend OFNHP's Collective Bargaining Agreements, uphold the rights of all OFNHP Bargaining Unit members, and represent the interests of OFNHP and its members;
- Ensure that members have regular opportunities to raise workplace and organizational concerns, ask questions, and receive reports from the workgroup's Stewards on an ongoing basis, whether through regular Steward Council attendance, Bargaining Unit meetings, or other forums as suit their Bargaining Unit and workgroup.
- Organize new members and new activists;
- Represent members of OFNHP Bargaining Units in investigatory or other disciplinary meetings, upon member request;
- Allow their contact information to be provided to members of OFNHP Bargaining Units, and ensure the contact information on file is current and up to date;
- Process grievances, in close consultation with the Bargaining Unit Chairperson(s) or assigned designee and resolve disputes at the Work Location or other appropriate location, maintaining records and notes for no less than one year following resolution and
- Consult regularly with management personnel at the Work Location regarding matters of interest to the union membership.

Steward Recognition Criteria

An OFNHP member shall be recognized as a Steward upon completion of the following:

- Member in-good-standing of an OFNHP Bargaining Unit and has completed their probationary/introductory period
- Completed introductory steward class
- Submitted petition with signatures from a majority of their workgroup, or ten in-good-standing members of their workgroup, whichever is fewer
- Signed and submitted OFNHP Steward Pledge
- Passed a "vote of confidence" election by their workgroup.

Steward Election Process

- Workgroups for Steward elections will be created using the following criteria:
 - Depending on the size of the Bargaining Unit,

- Inpatient workgroups will be defined using the broadest possible definition of 'department' or 'arena' (e.g., "Surgical Services," "Critical Care,"),
 - Outpatient workgroups (i.e., those workgroups not located in a hospital) will be determined by the use of a single building,
 - For workgroups not located in a building, workgroups will be defined by geographic area (i.e., Service Areas in Kaiser Continuing Care Services).
 - In cases where these rules result in 10 or fewer voting members in the workgroup, workgroups may be combined in such a way that a reasonable community of interest is produced.
- **Nomination.** A Steward may be nominated at any time by a petition signed by at least ten in-good-standing members in the workgroup or a majority of the members in the work-group, whichever is fewer. Signatures must be verifiable. The workgroup election should be held within a month of the nomination.
 - **Notice of election.** Notice of election will be posted or emailed to the workgroup in advance of an election.
 - **Election.** A Steward is elected by a secret ballot vote conducted electronically. The question on the ballot will be whether or not the nominated member shall be a Steward.
 - **Term of office.** Terms shall be indefinite so long as Stewards remain up to date on requirements and remain in good standing.

Steward Good Standing Criteria:

- Is up to date on membership dues. If dues deductions have fallen out of compliance through no fault of the Steward, but due to employer error, the Steward shall remain in good standing so long as they timely notify OFNHP of the error upon discovery. For Stewards on extended leave or sabbatical, please refer to the OFNHP Constitution and By-Laws.
- Not on any level of correction or discipline from the Leadership Development Committee, the President, or the Executive Board.

A Steward may be removed from office for any of the following reasons:

- The Steward transfers out of the workgroup from which they were elected and are not reelected by their new workgroup within six months;
- The Steward is determined to have violated the OFNHP Steward Pledge or Steward Policy, or to have engaged in gross or reckless misconduct, by the Leadership Development Committee. Crossing an OFNHP strike line may constitute a violation of the Steward Policy, depending on the circumstances (e.g., whether restricted by an active contract, dual employment, emergency, etc.). The Committee will investigate member complaints, compile documentation, and hold a hearing in accordance with the process below.

Steward Discipline Process

- Any member of an OFNHP Bargaining Unit may file a written complaint with the chair of the Leadership Development Committee, and must provide specific reasons for their complaint. A redacted copy of the complaint will be provided to the Steward.

- The Internal Organizer and a member of the OFNHP Executive Board appointed by the President will meet with the complaining member, potential witnesses, and the Steward to hear the accusations and the Steward's response. They will prepare and submit a report summarizing the investigation and making recommendations to the OFNHP Leadership Development Committee.
- The OFNHP Leadership Development Committee will determine whether coaching, correction, or removal of the Steward is warranted. If any adverse action appears to be appropriate, the Leadership Development Committee shall contact the Steward to schedule a hearing at which the investigating IO and Board member, and the Steward, may each present additional information and witnesses for the Committee to consider in addition to the investigation report. If the Steward fails to attend the hearing, the Committee shall base the decision on the record in the investigation report.
- The Committee vote following the hearing shall be confidential. The Committee Chair shall communicate the decision of the Committee to the Steward in writing.
- The timeline for this process is not to exceed 60 days, unless mutually agreed by the Leadership Development Committee and the OFNHP President.
- If the Steward disagrees with the Committee's decision, they may appeal the decision, in writing, within 14 days, to the Executive Board for review and final determination within the next two Executive Board meetings.

Other Policies

- **Scope.** Stewards are not restricted to only representing members within their workgroup, and may represent any OFNHP member as appropriate.
- **Notice to the Employer.** When a Steward is elected or is no longer a Steward, the employer will be notified via a Steward list sent each month.
- **Votes of Confidence.** A vote of confidence may be called by the workgroup upon written request to OFNHP including verifiable signatures of 3 in-good-standing members or 30% of the workgroup, whichever is greater. A workgroup vote of confidence may also be directed by the Leadership Development Committee, as an alternative to imposing the removal of a Steward. Votes of confidence shall follow the same scheduling and procedure as Steward elections, and may not be called more often than once every three years.