



Union Steward Reminders

National Federation of Federal Employees, Local 1998 – International Association of Machinists & Aerospace Workers, AFL-CIO

Representing the bargaining unit employees of Passport Services, a division of the Department of State's Bureau of Consular Affairs

Contact/resource information		
Mailing Address	Website	Union President's email
NFFE Local 1998 PO Box 2221 Seattle, WA 98111	http://nffe1998.org	Colin Patrick Walle: NFFE-1998@state.gov (work) NFFE1998pres@gmail.com (outside)
<i>Local 1998 Steward Manual</i>	Representational training	How to obtain training
Click on "Steward Resources" link on Union website http://www.nffe1998.org/Stewards.htm	You are allowed 40 hours of admin leave each year for this. <i>Article 11, Section 1</i>	Contact Training Coordinator: VP Rob Arnold ArnoldR@state.gov

Union Steward Duties		
<p align="center"><u>Representational duties</u></p> <p>These duties should be completed on official work time. Normally you are allowed 5 hours per week, but can request more time. <i>Article 7, Sections 5 & 6</i></p>		<p align="center"><u>Internal Union business duties</u></p> <p>Must be performed on personal/non-work time (such as breaks or lunch).</p>
Provide representational service to bargaining unit employees.		<p>Inform Recording Secretary and Secretary-Treasurer when members change addresses, change their names, or leave the Union.</p> <p>Recruit new members – must complete SF-1187 and send to mailing address above. Do NOT use government postage for this purpose.</p> <p>Conduct membership drives (allowed 2 per year in office; coordinate with Management). <i>Article 7, Section 8</i></p> <p>Disseminate Union benefits information to Union members. <i>Contact NFFE National for membership kits</i></p> <p>Read Chapter 17 (Bylaws) and Chapter 18 (Membership) of the <i>Local 1998 Steward Manual</i>. These portions cover internal Union business matters and must not be read on official time.</p>
In coordination with the Senior Steward, speak for Local 1998 at the office level, and address representational issues (e.g., changes in working conditions, grievances, work schedules, etc.).		
Seek guidance from Union leadership when needed. The Union leadership is: the Union President, Vice President, Secretary-Treasurer, Recording Secretary, and Chief Steward.		
Communicate with employees – informing employees of issues and gathering input/feedback. Forward emails from leadership when requested, and distribute the <i>Local 1998 News</i> newsletter.		
Inform local leadership about office issues/employee concerns.		
Respond to email queries and surveys from Union leadership.		
Orientation of new employees: conduct orientation; ensure each employee has a copy of the CBA. <i>Article 10, Section 3</i>		
Union bulletin board: update this resource. <i>Article 8, Section 5</i>		
Representational self-study: read the collective bargaining agreement, the FSLMRS (5 U.S.C. 71), and the <i>Local 1998 Steward Manual</i> . Research the Local 1998 Union website.		
DO NOT MISS DEADLINES:		
<p>Grievances <i>Article 20, Sections 6, 7 and 8</i></p>	<p>Negotiations – change in working conditions <i>Article 12, Section 9b</i></p>	<p>Unfair Labor Practices <i>5 U.S.C. 7116</i></p>
File Step 1 Grievance within 45 days of event.	Invoke right to bargain within 15 days of notice of proposed change (may be up to 30 days).	National officers must file ULP within 6 months

Suitable for posting on Union representative's office cubicle wall – not intended for bulletin board

April 26, 2010

Article references are to the current collective bargaining agreement (CBA or "Master Agreement") effective July 20, 2009