

CONTACT INFORMATION				
NAME		JOB TITLE		
HIRE DATE	FACILITY		SLOT	SHIFT
ADDRESS				
CITY		STATE	ZIP COD	E
CELL PHONE		HOME PHONE		
WORK PHONE				
PERSONAL EMAIL		WORK EMAIL		

OFFICE USE ONLY

DATE APPLICATION RECEIVED BY STEWARD COMMITTEE

DATE APPROVED OR DENIED BY STEWARD COMMITTEE

DATE APPROVED OR DENIED BY EXECUTIVE BOARD_____

DATE APPLICATION SWORN IN (STEWARD CREDENTIALS______

LOCAL CHIEF STEWARD

PRESIDENT/VICE PRESIDENT



ALL STEWARDS ARE REQUIRED TO ATTEND LOCAL 1565 STEWARDS TRAINING. NEW STEWARDS WILL BE PLACED ON A ONE YEAR PROBATION PERIOD AND MUST REMAIN IN GOOD STANDING, ATTEND ALL MANDATORY MEETINGS AND MAINTAIN A LEVEL OF CONDUCT BECOMING OF A STEWARD.

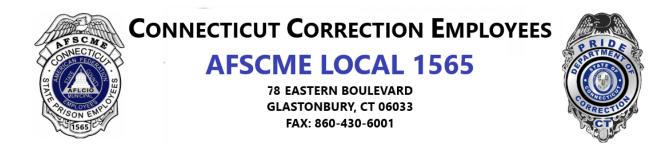
PROSPECTIVE STEWARDS QUESTIONNAIRE

TO APPLY FOR STEWARDSHIP, YOU HAVE TO:

- HAVE BEEN AN EMPLOYEE FOR 3 YEARS
- BE A MEMBER IN GOOD STANDING OF LOCAL 1565
- ALL PARTS OF THIS APPLICATION MUST BE FILLED OUT AND LEGIBLE.
- 1. HOW LONG HAVE YOU BEEN AT YOUR CURRENT FACILITY?
- 2. WHAT OTHER FACILITIES HAVE YOU WORKED AT? HOW LONG DID YOU WORK AT EACH FACILITY?

- 3. DO YOU HAVE ANY EXPERIENCE OR SKILL SET THAT YOU THINK WILL MAKE YOU AN ASSET AS A STEWARD?
- 4. WHAT IS THE REASON/REASONS THAT YOU WISH TO BECOME A UNION STEWARD?

5. IDENTIFY A CURRENT PROBLEM AT YOUR FACILITY AND HOW YOU PLAN ON ADDRESSING THIS ISSUE AS A UNION STEWARD:



6. HAVE YOU EVER BEEN A STEWARD OR BEEN ACTIVE IN A PREVIOUS UNION? IF SO, WHAT POSITION DID YOU HOLD AND IN WHAT CAPACITY WERE YOU INVOLVED?

7. IN YOUR TIME AS A STATE EMPLOYEE, HAVE YOU HAD ANY PROBLEMS WITH SUPERVISORS OR ADMINISTRATION? IF SO HOW DID YOU HANDLE THE PROBLEM?

8. ARE YOU WILLING TO HANDLE ISSUES EITHER ON THE PHONE OR AT THE FACILITY IN YOUR OFF TIME? IF NOT WHY?

- 9. WHEN A CLEAR VIOLATION OF THE CONTRACT HAS BEEN FOUND, ARE YOU WILLING TO WRITE A GREIVANCE EVEN IF CONFLICT MIGHT ARISE WITH MANAGEMENT AS A RESULT? IF NOT STATE YOUR REASON?
- 10. DO YOU HAVE ANY ISSUE TALKING WITH SUPERVISORS AND OR UPPER MANAGEMENT TO RESOLVE FACILITY PROBLEMS?



STEWARD REQUIRMENTS AND STANDARDS

- All applying Stewards be have been in good standing (dues paid) for 1yr prior to applying
- All applying Stewards must have been employed by the department for 3 years
- All applying Stewards must have filled out the steward's application
- All applying Stewards will be interviewed by the Local 1565 Chief Steward or Designee.
- All applying Stewards are subject to approval by the Executive Board
- If chosen the applicant will be on probation for a period of 1 year and will communicate any union issues or concerns to a permanent Steward. At no time will they act on their own to represent the Local without permission of the President, Executive Board, or the Chief Steward
- All probationary Stewards will attend a training class within their 1year probation and will be required to be proficient in contractual language, if they fail to do so their probation will be extended until completion
- All Stewards will attend mandatory meetings. If they miss more than 3 meetings without acceptable justification that will be grounds for removal
- Any Steward who, at any point fails to remain in good standing will be removed as a Steward
- Any Steward who is found to be in collusion with management will be removed
- Any steward that receives creditable complaints will be investigated by the Local Chief Steward and their findings presented before the Executive Board for determination of findings
- Any Steward found to be engaging in Anti-Union Animus behavior towards any Union representative will be subject to removal
- All incidents / investigations with Security Division and or District, Executive board will be notified immediately
- All Stewards will communicate issues and concerns by following the chain of command (steward, Chief Steward, Local Chief Steward then E-board member.)
- During time of layoffs Steward applications will be suspended for a time to be determined by the Executive Board
- The Executive Board reserves the right to restrict the number of the Stewards at any facility to balance and maintain proper union representation and coverage
- During times of layoffs and or restriction of Steward applications, the Local Chief Steward will continue to accept applications to establish a waiting list in the order of which they were received. The Executive Board will continue the application process. Exceptions can be made to ensure proper representation on any shift that is in need.
- Acceptance of any position outside of NP-4 shall be grounds for immediate removal.

By signing below, you are certifying that all the information you provided in this application is truthful to the best of your knowledge. Signing below is also an acknowledgment and acceptance of the steward requirements and standards.

Signiture____



UPON COMPLETION OF THIS FORM, PLEASE RETURN IT TO:

Local 1565

78 Eastern Boulevard

Glastonbury, CT 06359

OR Fax: 860-430-6001

LOCAL 1565 CHIEF STEWARD INTERVIEW

TIME:

DATE:

INTERVIEWER: