



International Association of EMTs and Paramedics Local R2-20

IAEP LOCAL 20 SHOP STEWARD POSITION INFORMATION

POWERS AND DUTIES OF SHOP STEWARDS

Shop Stewards shall:

- Be familiar with the Union Constitution and Bylaws, the Empress employee policy and procedure handbook, as well as the most current Collective Bargaining Agreement.
- Advise members on their rights and assist the members in following all above named guidelines. Stewards shall have no direct supervisory role and cannot discipline members, but they may suggest changes in behavior or action only as it benefits the members or prevents employer disciplinary action from occurring.
- Act as liaisons between the general membership and the executive board. Information should be provided to stewards by the executive board, as appropriate, to facilitate the communication of adequate and up-to-date information.
- Attend Steward Meetings as scheduled by the Chief Shop Steward or their designee
- Be assigned by the Chief Shop Steward, as appropriate, to represent members facing discipline.
- Represent the members in good faith, and recuse themselves from matters in which they may have a conflict of interest.
- Maintain the confidentiality of members at all times
- Take detailed records of disciplinary meetings, which will be submitted to the Chief Shop Steward.
- Immediately bring matters requiring grievance to the attention of the Chief Shop Steward and Grievance Committee and maintain the CBA required timeline for these grievances to be filed. Should a grievance be filed, the shop steward handling the original case will maintain assignment to the case in conjunction with the CSS.
- Be mobilized for projects, programs, and working groups, as appropriate
- Regularly collect data on workplace issues and conditions within the system they work and be responsible for notifying the Chief Shop Steward and/or other relevant Executive Board members of unsatisfactory working conditions within their work area or division.
- Be “on call” for incident management requiring the immediate intervention of the union for at least eight (8) hours per month, as scheduled by the Chief Shop Steward
- Be willing to assist members in any Division or region
- Maintain professionalism and a respectful attitude while on duty as an employee and while functioning as a representative of the union

QUALIFICATIONS

The shop steward position is open to any member in good standing, who has completed their probationary period with Empress. Shop steward applicants must have a clean disciplinary record (defined as no official and justified corrective actions taken against the member) for at least one (1) year prior to the application date.



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APPLICATION PROCESS

Any member in good standing who meets the above qualifications should indicate their interest in becoming a Shop Steward to the Chief Shop Steward and/or Local Executive Board by completing a “Shop Steward Application Form,” available on the IAEP Local 20 website. The member should likewise submit a “Shop Steward Nomination Petition Form,” available for download on the IAEP Local 20 website, which contains the names and signatures of no fewer than ten (10) members in good standing.

Shop Stewards shall be approved for appointment via majority vote of the Executive Board. Equal opportunity will be given to members regardless of race, gender, sex, ethnicity, creed, ancestry, national origin, citizenship status, sexual orientation, marital status, age, religion, disability, or any other reason prohibited by law.

TRAINING

Shop Stewards shall be trained by the National representative or their designee prior to becoming eligible to represent members. This training may be held in-person or virtually, depending on the specific needs of the Local and National representatives.

Retraining may occur on an as-needed basis, and at the discretion of the Chief Shop Steward and Local Executive Board.

COMPENSATION

Shop stewards shall be eligible for a monthly stipend of \$50/month. There must be a record of the steward’s activity within the monthly period for the steward to qualify for this stipend. Active communications with the Chief Shop Steward or other Executive Board member regarding union matters may qualify as a record of this activity.