



BROWARD TEACHERS UNION

Important Steward Responsibilities

Presented By:

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Important Steward Responsibilities



1. Back to School Steward Admin Conversation
2. Weingarten Rights
3. BTU staff, leaders or stewards can provide assistance and representation.
4. Ensure members know they must contact the union before giving any statements.
5. All notices go to your BTU field staff representative.

Important Steward Responsibilities



6. Use your 10 minutes at EVERY faculty meeting
7. Know how and when to run ratifications or other voting at your worksite.
8. Attend steward meetings and trainings.
9. Complete your steward incentive form to receive half you dues back.

Stewards/Administrator Conversation Guide



- Use the Discussion Guide
(steward section of btuonline.com)
- Set meeting with administration
within first 6 weeks of school
- Include **ALL** stewards (EP and ESP at
schools)

Weingarten



Weingarten rights guarantee an employee the right to Union representation during an investigatory interview.

Weingarten



- Weingarten rights are not automatic
- **Members must say**
“I need my union rep.”

Weingarten



DO NOT PROVIDE A

STATEMENT
WRITTEN/VERBAL

WITHOUT CONSULTING WITH

THE UNION!

Representation



- **Members may request Field Staff for Representation without talking to the steward first**
- Don't take it personal if they don't ask you
- Don't question the member why they didn't come to you
- Don't solicit information if not asked by the member

Investigations



- **Inform Field Staff of all investigations**

i.e. internal investigations & Due Process
(formally known as Pre-Disciplinary Meetings)

- Field Staff Representative must handle all
Special Investigative Unit (SIU) cases

Notices



- **All notices from management, the District, and state must be given to your Field Staff Representative.**

USE YOUR 10 Minutes Every Faculty Meeting



Union Rights 29K.

Steward(s) shall be given an opportunity to present brief reports and announcements at all faculty meetings.

Voting



STEWARDS ARE RESPONSIBLE FOR CONDUCTING WORKSITE VOTES:

- Contract Ratification voting
- PD Team, Faculty Council
- Steward Elections

Click: Member Info tab,

Steward section

Ratification Voting



- Packet comes via Pony to Designated Steward
- Follow instructions in packet
- Voting time and location must be announced and posted immediately
- Members and non-members of the bargaining unit may vote, but only on contract that apply to them (ie. EPs vote on EP contract)
- Steward and another member must witness the voting and counting of ballots. Both must record and sign the tally sheet.
- Tall sheets must be sent in electronically immediately after vote tally.

Packets are returned via pony to Pony Warehouse, attn BTU.

- NO ABSENTEE BALLOTING

BROWARD TEACHERS UNION

IMPORTANT 2019-2020 DATES



Steward Council Meetings

Oct. 2, Dec. 6, March 11, May 13

EP Steward Release Days

Sept. 26, Nov. 15, Jan. 30, Mar. 5, May 21

ESP Steward Release Days

Steward Area Meetings

Nov. 6/7, Feb. 12/13

BROWARD TEACHERS UNION

Steward Incentives



Name: _____ Worksite: _____

2018-19 LEADERSHIP INCENTIVE PROGRAM – ESP STEWARDS

In order to receive a dues rebate, this checklist and all verifications must be returned to the BTU by **May 17, 2019**. No exceptions!

The steward leadership incentive program consists of two parts. Each part may be rebated independently of the other. Therefore, the steward may choose to complete one or both of the parts.

The rebates are as follows:

- | | |
|---|-------------------------------|
| 1. Completion of the Steward Checklist (with documentation) (I, II and III) | Incentive of ¼ rebate of dues |
| 2. Attendance at trainings and monthly meetings (IV) | Incentive of ¼ rebate of dues |

STEWARDS CHECKLIST INCENTIVE

Must complete Parts I, II and III

Part I: Mandatory Duties

Must complete ALL of the following for checklist incentive:

- ____ BTU Steward/Administrator Discussion Guide, submitted by September 14, 2017
- ____ BTU Bulletin Board is updated with information for your unit. *Please attach a photograph*
- ____ Disseminate union information via email, member mailboxes, bulletin board, and/or text messages, etc.
 - ☛ Field staff must confirm. (cc field staff on email or group text)
- ____ Ensure the submission of results of all BTU-EP elections and ratifications by deadlines.
- ____ Hold a union membership meeting with your Field Staff and/or a BTU Officer present
 - ☛ Please provide date and topic of meeting: _____
- ____ Assessment of non-members as "hot/warm/cold" based on organizing conversations.
 - ☛ Due by first steward council, **October 10, 2018**
 - ☛ Email hcorleas@btuonline.com for current roster.
- ____ Update personal email addresses and cell numbers for all members (email list to hcorleas@btuonline.com)

Part II: Union Participation

Check at least **TWO** of the following:

- ____ BTU internal committee(s), membership with regular attendance: Name of committee(s):
1. _____ 2. _____
- ____ Participation in BTU political/legislative function(s). Activity and date: _____
- ____ Recruit at least one member. Member's name: _____
- ____ Participate in Faculty Council, PD team and/or Positive Behavior Plan committee
 - ☛ Attach 2 examples of your meeting notes, minutes, and/or agenda
- ____ Membership in and/or attendance at any of the following: SAC/PIA/PTO
 - ☛ Attach agenda and date(s)
- ____ Attend a Broward County School Board meeting, date: _____
- ____ Attend a ESP contract negotiation session, date: _____

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An Affiliates of the Florida Education Association, American Association of Teachers, National Education Association and AFT-CIO

<http://btuonline.com/pdf/Stewards/Checklists/2019%20EP%20Checklist.pdf>

Contact Info



Broward Teachers Union

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ADDITIONAL QUESTIONS ????



**THANK YOU ENJOY THE REST OF
YOUR DAY!**