

Field Rep Advice – Steward Training August 2020

- 1. Introduce yourself to your staff** - Use separate communication. Get every member's personal email so you can stay off district email for confidential business.
- 2. Confidentiality** - Do not discuss member issues with anyone on your own campus or at home. Talk to the Union ONLY.
- 3. Equality Principle** - When it comes to union activities the steward is on the same level as the principal in a representative role conducting union business. It is not the traditional role of principal and teacher/ESP where the principal is the supervisor.
- 4. Discipline** - Every single piece of paper must come to field rep to file in member database. ALL due process letters, Corrective Action Forms, SIU notices, anything that the member receives from management that can be in any way considered harmful or helpful to member in a discipline case.
- 5. Faculty Council** - See website for last year's training. Do not form until staff is settled, after 10-day count.
- 6. PD Committee** - Now, more than ever, make sure staff is getting NEEDED professional development. Survey and speak to members about their needs.
- 7. Memos** - We do not get SBBC email. You must immediately forward ALERTS, announcements, information about health benefits, ANYTHING from district PLEASE so we are aware.
- 8. BE PRO-Union** - Sounds odd but there are one or two people who join unions just to report to management about union activities and to sway members to join other organizations. Beware!
- 9. Meetings – NO TOUCH DAYS are August 13 and 17.** Any other day, have your own meetings. Please have meetings with your membership first. We have had too many concerns already with no union minded (spies) in Teams meetings where the discussion is union business. Reach out to us if you need help and you can **invite us** to your meetings.
- 10. Keep yourself in check** - Emotions are running wild these days. If you are frustrated, HIT MUTE. *“Don't be the Ann Murray”* who yells out “Where in the hell is that mute button?” Or anything else a colleague or student can run to management and “tattle”. You are the levelheaded representative for the union, your professional organization, at your worksite. Call your rep to vent, not a peer.