



SEIU LOCAL 284

United for Quality Education for
all Children and Quality Jobs

Annual Steward Compensation Summary

Steward Summary

Level A: Education

Attend 1 Leadership Assembly or Training annually. Date:

<p><u>Level 1: Basic Steward Duties</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Title, Union Steward <input type="checkbox"/> Keep member list updated <input type="checkbox"/> Sign up new hires and Non-Member to be members <input type="checkbox"/> Know your contract <input type="checkbox"/> Be able to answer common/frequently asked questions <input type="checkbox"/> Participate in contract negotiations <input type="checkbox"/> Get room for meetings, notify members, remind members to attend <input type="checkbox"/> Communication (member to member, member to administration, member to union) as appropriate <input type="checkbox"/> Assist in discipline and grievance investigations and meetings 	<p><i>*Check all that apply at each level and add Leadership Assembly and/or Steward Training date(s).</i></p>
<p><u>Level 2: Broad Steward Duties</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend additional Steward training and/or other leadership training. Date(s): _____ <input type="checkbox"/> Attend Leadership Assembly meetings <input type="checkbox"/> Represent employees at discipline meetings <input type="checkbox"/> Investigate grievances, handle early stages of grievances including informal meeting with administration to try to resolve 	<p><u>Level 2: District Activities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Take the lead on preparing member proposal survey and summarize</i> <input type="checkbox"/> <i>Write up proposals</i> <input type="checkbox"/> <i>Monthly communication letter</i> <input type="checkbox"/> <i>Mentor new stewards</i> <input type="checkbox"/> <i>Volunteer on one or more non-union committees (Insurance, Safety, LMC, etc.)</i> <input type="checkbox"/> <i>Engage others in union work (units in district, parent/community organizations, etc.)</i> <input type="checkbox"/> <i>Take the lead on organizing a school board candidate screening</i>

	<p>___ Organize intra-district social gathering to build community, communication, participation</p> <p>___ One on One conversations with employees (at home, off site)</p> <p>___ Other district-level engagement activities, as approved by SEIU staff</p>
<p>Level 3: Extended Steward (Local) Activities</p> <p>___ Participate in a Local committee or on the Board</p> <p>___ Present at a Leadership Assembly meeting</p> <p>___ Take a formal role or lead in training (i.e. Steward, Bargaining Team, Boilers Training)</p> <p>___ Take a formal role or lead in regional meetings</p> <p>___ Other Local activities, as approved by SEIU staff</p>	<p>Level 3: Political Activities</p> <p>___ Be a Premier COPE Member (payroll deduction of \$5 or more per pay period)</p> <p>___ Participate in the annual Lobby Day at the State Capitol (w/o LU compensation)</p> <p>___ Volunteer in campaign work (door knocking, phone banking, delivering yard signs, etc.)</p> <p>___ Participate in and/or organize rallies, petitions, parades, demonstrations, labor assemblies, etc.</p> <p>___ Work on COPE (Committee on Political Education), legislative, and get-out-the-vote activities. This may include: fundraising, lobbying, phone banks, polling place duties</p> <p>___ Work with SEIU's coalition partners (Take Action Minnesota, Neighborhood Organizing for Change, etc.)</p> <p>___ Other political activities, as approved by SEIU staff</p>

Membership Sign Up

New member name	Date member joined	
		My Points

Level A Steward Education

Did you complete Level A?

Complete Level 1	# Points
Yes	2
No	0

My Points

Level 1 (Basic)

Did you complete ALL Level 1 responsibilities?

Complete Level 1	# Points
Yes	9
No	0

My Points

How much documented uncompensated time did you spend on Level 1 Union work this year?

# Hours	# Points
1-20 hrs	3
21-40 hrs	6

My Points

Each increment of 20 hours in Level 1 corresponds to 3 points.

Level 2 (Broad Steward Duties/District Activities)

How many Level 2 activities did you complete?

# Activities	# Points
1	1
2	2
3	3
4 +	4

My Points

How much documented uncompensated time did you spend on Level 2 Union work this year?

# Hours	# Points
1-20 hrs	4
21-40 hrs	8
41-60 hrs	12
61-80 hrs	16
81-100 hrs	20

My Points

Each increment of 20 hours in Level 2 corresponds to 4 points.

Level 3 (Extended)

How many Level 3 activities did you complete?

# Activities	# Points
1	1
2	2
3	3
4 +	4

My Points

How much documented uncompensated time did you spend on Level 3 Union work this year?

# Hours	# Points
1-20 hrs	5
21-40 hrs	10
41-60 hrs	15
61-80 hrs	20
81-100 hrs	25

My Points

Each increment of 20 hours in Level 3 corresponds to 5 points

Steward Compensation

One steward per 50 employees in each bargaining unit may receive compensation for performing Steward duties. Compensation will occur on an annual basis.

****A steward's base compensation is \$200/year (prorated by unit size and term). It is expected a Steward will complete all Level A and Level 1 activities. A steward who does not complete Level A and Level 1 activities may be removed from that role.****

Stewards may receive additional compensation as earned based on activities performed, and documented time spent on these activities. The documentation will be reviewed by the IO or the CO for the unit, and the IO or CO will turn in the point count to the Local office. The Board may adjust the point amount granted to a Steward in special circumstances when requested by the Steward, the IO and/or the CO. Steward compensation will be paid annually, after the close of the fiscal year.

# points	\$ amount
1-5	50
6-10	100
11-15	150
16-20	200
21-25	250
26-30	300
31-35	350
36-40	400
41-45	450
46-50	500
51-55	550
56-60	600

My Points	
Dollar Amount	
Base	\$200
My Compensation	

Each additional increment of five points corresponds to an additional increment of \$50. (Max. cap at \$800*)

***The maximum annual compensation, including the \$200 base pay is \$800.**

Steward Compensation is above.

Steward Signature: _____ Date _____

Print Name: _____ Employer: _____

C.O. Signature: _____ Date _____

Print C.O. Name: _____