

DANNY DONOHUE
PRESIDENT

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SECRETARY



MARY E. SULLIVAN
EXECUTIVE VICE PRESIDENT

JOSEPH McMULLEN
TREASURER

To: Local and Unit Presidents
From: Danny Donohue, President
Re:** Shop Stewards & Grievance Representatives Authority
Date: August 9, 2007

It has come to my attention that there may be some confusion regarding the respective roles and duties of shop stewards and grievance representatives. To insure that all CSEA activists are aware of their roles and any limitations thereon, I am providing the following guidance. Both Grievance Reps and Shop Stewards are appointed by and serve at the pleasure of their local or unit president.

Grievance Representatives are trained to represent employees at lower steps of the contractual procedures, for both grievances and contract disciplines. Grievance representation carries with it legal consequences for a failure to act in a timely, reasonable, and non-arbitrary manner. Consequences may fall on both CSEA and the local or unit, in terms of financial liability. Thus, Grievance Reps must complete CSEA Grievance Rep training and receive certification before taking on these duties.

Shop Stewards provide communication services to our members. Shop Stewards insure that work sites have viable and effective systems for receiving communications from CSEA as well as for insuring that worksite issues and complaints are directed to the appropriate elected or appointed CSEA activists and staff. Since Shop Stewards do not act in a representational role, they cannot "represent" employees in any contract or disciplinary procedures. Shop Stewards wishing to do "representational" duties must complete the CSEA Grievance Rep training and receive certification before doing so.

In very small locals or units the Grievance Reps may serve in both functions and this is allowable, as long as they are trained and certified.

The CSEA training requirements are mandated by case law, going back over 20 years. Failure to meet our training and certification requirements can constitute a breach of the duty of fair representation that is imposed on all unions, in both the public and private sectors.

cc: CSEA Statewide Officers
Cabinet
Region Directors

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