

POSITION DESCRIPTION: LEAD STEWARD

Definition: The lead steward position within AFSCME Local 328 provides support to stewards and performs other specific duties (see roles below).

Requirements/Duties:

- Attend monthly lead and investigatory steward meetings
- Have access to email/internet
- Maintain a designated lead role
- Provide current OHSU work/vacation schedule
- Respond to high-priority communications within one business day

Role-Specific Required Duties:

- eZone Leads (minimum of five):
 - Check phone messages and eZone three times a day
 - Assign investigatory and pre-dismissal meetings; assign grievances
 - Assist members with questions or assign questions to duty staff
 - Send a lead hand-off email to the next lead scheduled on the eZone, including the grievance rotation
- Senior Lead:
 - Assist the chief steward
 - Step in for the chief steward to lead monthly meetings (as needed)
 - Serve as the main point of contact for AAEO complaints and maintain a list of stewards with specialized training for supporting member complainants
- Grievance Lead(s) (minimum of one):
 - Serve as a point of contact for grievance stewards who need help with contract language and filing grievances
 - Mentor new grievance stewards
- Gold Star Lead:
 - Be a point of contact for stewards to self-report activities that earn check marks
 - Maintain a list of all investigatory, grievance and lead stewards and the checks they have earned
 - Obtain gift cards for gold stars
 - Be present at monthly meetings to hand out gold stars, documenting the serial number and getting a signature from the recipient
- Unit Steward Leads (minimum of two):
 - Plan and lead monthly unit steward meetings
 - Maintain an incentive program for unit stewards
 - Communicate relevant information between steward groups at meetings

Suggested Activities:

- Participate in other union activism, events and educational opportunities
- Serve on a committee (e.g., PAC, LMC, ICC)

Support: Stewards are granted paid release hours, paid by OHSU, to perform any steward-related duties, including attending steward meetings/trainings.



POSITION DESCRIPTION: INVESTIGATORY STEWARD

Definition: The investigatory steward position within AFSCME Local 328 provides support and representation to the membership in the event of workplace issues.

Requirements/Duties:

- Attend monthly investigatory steward meetings
- Have access to email/internet
- Attend investigatory meetings with members
- Provide union representation to members at other meetings (e.g., AAEO, pre-dismissal, drug testing, EML removal)
- Accept and update cases in the eZone (e.g., upload meeting notes, update case statuses, upload/download documents)
- Provide current OHSU work/vacation schedule
- Respond to high-priority communications within one business day

Suggested Activities:

- Determine a recurring on-call calendar day
- Follow up with members on workplace issues or investigation results
- Participate in other union events, committees and educational opportunities
- Table at OHSU work locations
- Tell your story at NEO

Support: Stewards are granted paid release hours, paid by OHSU, to perform any steward-related duties, including attending steward meetings/trainings.



POSITION DESCRIPTION: GRIEVANCE STEWARD

Definition: The grievance steward position within AFSCME Local 328 provides support and representation to the membership in the event of contract violations.

Requirements/Duties:

- Attend monthly investigatory steward meetings
- Have access to email/internet
- File, schedule and attend grievance meetings with members
- Accept and update cases in the eZone (e.g., upload meeting notes, update case statuses, upload/download documents)
- Provide current OHSU work/vacation schedule
- Respond to high-priority communications within one business day

Suggested Activities:

- Participate in other union events, committees and educational opportunities
- Table at OHSU work locations
- Tell your story at NEO

Support: Stewards are granted paid release hours, paid by OHSU, to perform any steward-related duties, including attending steward meetings/trainings.



POSITION DESCRIPTION: UNIT STEWARD

Definition: The unit steward position within AFSCME Local 328 helps coworkers navigate the contract and informs the membership of union news and activities.

Requirements/Duties:

- Attend monthly unit steward meetings in person or via livestream
- Have access to email/internet (preferred)
- Distribute union materials in your work area
- Assist with workplace actions
- Help plan and turn out coworkers for Local 328 events (e.g., AFSCME Strong, holiday gatherings, town halls)
- Reach out to all new employees in your work unit about the benefits of union membership
- Answer coworkers' contract-related and general questions about the union and/or direct them to the appropriate source for information
- Share all feedback with union leaders to foster improvements

Suggested Activities:

- Join a committee (e.g., ICC, PAC, LMC)
- Reach out to former members who have dropped their membership
- Interact on OHSU and Local 328 social-media pages
- Table at OHSU work locations
- Tell your story at NEO

Support: Stewards are granted paid release hours, paid by OHSU, to perform any steward-related duties, including attending steward meetings/trainings.