

Here's some Steward "Tips N Tools" that I have found to be useful:

- Read the "Guide to Federal Service LMR Statute"
- Set up a File System with Basic Info that you'll need
- Get a notebook just for recording your Union activities and keep a Log
- Use Flyers and Desk Drops to Advertise Union Presence on your breaks and lunch periods. Use E-mail and the Agency Mail System after contract agreement for General Info. (Newsletters are great if somebody has lots of time to do them)
- Hold monthly Union Meetings for both BUE's and Stewards—Keep an Agenda, Prioritize Issues, Spread out the Work!
- Write letters to management on UNION LETTERHEAD to: request to bargain on a working condition, to request resolution to a problem, to request to establish a labor-management relations committee or a partnership council.
- Support the needs of the Bargaining Unit as a group—support each other as Stewards. Union membership grows with credible, professional representation and services!
- Sort Out the Issues—Analytical Ability is a Plus Here! Sometimes an issue is not a grievance nor a ULP—Then What? Could be a "ventilation" session, and informal discussion, a classification appeal, an EEO complaint, an OSHA complaint, or something that the FMCS can assist with.
- Keep Your Sense of Humor!