



Feel the Power

Steward "Tips N Tools"

- Read the "Guide to Federal Service LMR Statute".
- Set up a File System with basic information that you will 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 information (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 and spread out the work!
- Write letters to management on UNION LETTERHEAD to: request to bargain on a working condition, request resolution to a problem, 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!