



## DUTIES OF A STEWARD

The duties of a steward shall not be limited to but will include the following:

1. The steward shall adjust all grievances on the job.

a. The steward shall take up JURISDICTIONAL DISPUTES with the Steward of the other trade doing the disputed work.

b. The Steward shall take up CONTRACT DISPUTES (job conditions, safety, rates of pay, etc.) with the Job Superintendent.

If the Steward cannot resolve the dispute with the appropriate person on the job he shall IMMEDIATELY notify the Local Union.

2. The Steward shall personally see that any Laborer injured on the job is immediately given medical care and the Local Union is notified.

3. The Steward shall be informed before the end of any shift if anyone is to work overtime and the Steward shall be allowed to work all overtime.

4. The Steward shall remain on the job as long as there is work of his craft that he is capable of performing.

5. The Steward shall register all Laborers on their date of hire. Laborers shall furnish the Steward their name Local Union Affiliation, (STEWARDS SHALL IMMEDIATELY NOTIFY THE LOCAL UNION OF ANY NON-UNION LABORERS ON THE JOB OR ANY LABORERS DELINQUENT ON THEIR DUES.)

6. The Steward shall inform Laborers with out-of-town Union Cards that they must register with the Local Union Office having territorial jurisdiction over the jobsite within twenty-four (24) hours of going to work. The Steward shall also notify the Job Superintendent that out-of-town Laborers are on the job and have been instructed to register.

7. The Steward shall ask all Laborers working from other Local Unions to sign a Supplemental Dues Authorization Check-Off Card and shall turn completed cards into the Local Union.

8. The Steward shall periodically inspect Laborers' check stubs to insure proper wage rates are being paid.

9. The Steward shall report all unsafe conditions to the Job Superintendent and if the conditions are not corrected, the Steward shall IMMEDIATELY notify the Local Union.

10. The Steward shall report to the Job Superintendent any unsafe equipment or tools being used and if the equipment or tools are not repaired or replaced, the Steward shall IMMEDIATELY notify the Local Union.

11. Regular Month Union meetings are held on the 3<sup>rd</sup> Thursday of each month at John A. Logan College. We value your involvement as a Union Steward and ask that you attend the meetings.