

UPSEU Local 1222 Shop Steward/ Unit Officer's Responsibilities



- Welcome new employees and introduce them to UPSEU Local 1222.
- Recruit new UPSEU Local 1222 members at the worksite.
- Hold regular worksite meetings.
- Talk to members one-on-one about issues UPSEU Local 1222 is working on.
- Coordinate worksite events.
- Invite members to become involved in UPSEU Local 1222.
- Enforce the contract.
- Educate members about their rights under the contract and UPSEU Local 1222 benefits.
- Determine how worksite problems can be handled.
- Investigate and prepare grievances.
- Present grievances to management at all steps of the grievance process.
- Defend members in cases of adverse actions.
- Keep your UPSEU Local 1222 representative and union officers apprised of issues and grievances at your worksite.
- Maintain complete and accurate records of grievances and complaints at the worksite.
- Mobilize members around grievances and other workplace issues.
- Perform health-and-safety inspections of the worksite.
- Identify and alert UPSEU Local 1222 to instances of contracting out of union work.
- Act as the main communication link between members and the union.
- Maintain UPSEU Local 1222 bulletin boards.
- Distribute union literature.
- Recruit members for UPSEU Local 1222.