Steward Role

1. Develop and maintain a visible union presence at your worksite.
2. Engage and recruit new hires and potential members.
3. Hold union meetings with your members from time to time. (First meeting with all ESPs)
4. Lead efforts to move members to activists and activists to leaders.
5. Advocate for members and public education at your worksite, district, local, State and national levels.
6. Always seek opportunities to strengthen skills and knowledge as a leader and organizer.
THINGS EVERY STEWARD SHOULD DO

- In the beginning of the school year, should meet and complete the administration guide within the first 6 weeks of the school year.

- Stress the fact that in any meeting with administration that may be disciplinary in nature or lead to disciplinary action, the employee must be provided with a written notice stating the infraction and has a right to union representation. The employee has three (3) days to obtain representation. Weingarten Rights!

- Notify BTU staff (field staff representative) of any violation of the contract. Call and ask if in any doubts.

- Instruct members to not answer questions or provide a written statement without union representation!
Bulletins Board

- Keep your bulletin board neat and uncluttered. (Remove old handouts and add new)
- Keep your bulletin board up-to-date for all units (unless your school have more than one board)
- Make sure your board is attractive and easy to read.
- Look over your items going on the board to make sure if it’s items that need to go into mail boxes and not on the board.
- Include important information from our communications, website and emails/flyers from ESP VP.
- REMEMBER - BTU has the right to at least one union bulletin board. More than one board is allowed. Article 5 (e)1
Article 6 (K) Student Discipline/Employee Protection

The principal shall have the responsibility for maintaining overall discipline within the school setting. Further, the principal may delegate to the employees such responsibility for control and direction of the student as he/she considers desirable or as required by District policy and rules. When and where such responsibility has been delegated, the employee shall be supported in any reasonable action he/she may take. An employee shall be accorded the same protection of law and support of the Board that is accorded certified teachers when under the direction and/or supervision of the Board or its agents.
1. Article 5(P) Student Pick Up & Drop Off

Education Support Professionals SHALL not be required to open and close automobile/van doors for students, load or unload children from vehicles, secure children in car seats, or load or unload student supplies. This section shall apply only to students picked up or dropped off in a private vehicle.
Promotion

Article 13 (F) Promotion

The advancement of an employee to a higher job classification (i.e. Certified Classroom Assistant to a Certified Teacher Assistant or higher position).

1. If more ESP apply than there are positions, attendance and reliability and seniority in the district, shall be the criteria considered by the principal in awarding the promotion.

2. An employee who receives an “Unsatisfactory” on their overall annual performance evaluation shall be ineligible for a promotion.
Article 15 (H) Employee Reimbursement

If employees are attached or assaulted or victim of theft or vandalism in the course of employment, the Board will insure or otherwise reimburse such employees for any loss, damage or destruction of clothing, or personal property up to two hundred and fifty dollars ($250) per employee per school year upon verification to the principal, unless the employee is otherwise reimbursed.
Cafeteria Duty Assignment

Article 6 (B) Cafeteria Duty Assignment

Certified Classroom Assistants, and Certified Teacher Assistants will have cafeteria duty for no more than ninety (90) minutes per day, when feasibly possible except in the following cases: because of Federal restrictions or where ESPs have been hired either on a partial basis or exclusively for cafeteria duty.

A rotation list shall be posted. To ensure the safety of all students, ESPs who are assigned to Head Start, unique, or special needs students (including autism) are excluded from cafeteria assignment beyond their specific student assignment(s). Such cafeteria duties shall be performed within the appropriate ESP job description. For example, these ESPs shall not wipe tables, run the trash compactor, or mop floors.
Supplements & Incentives

Article 17 (P & Q) Supplements/Incentives

An ESP’s work schedule cannot be adjusted or altered for the sole purpose of circumventing a supplement being paid.

Incentives may be paid to employees in accordance with this provision where the employee is the person principally assigned to the duty and the duty may be performed during normal working hours.
The Weingarten Rights!

WEINGARTEN RIGHTS

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions.”
Harassment of Steward

- **Article 9 (c) Harassment of Steward**
- **Steward complaints under this paragraph shall not be subject to the provisions of Article Four but shall be directed to the Office of School Performance & Accountability for final binding decision.** The BTU-ESP shall provide a list to the Superintendent not later than March 1st of each year containing the names of the official BTU-ESP stewards at each school. The BTU-ESP will provide the Superintendent with the names of the new stewards who are replacing another steward whenever such action is necessary.