



**A F S C M E**  
LOCAL 152, AFL-CIO

888 Mililani Street, Suite 401  
Honolulu, Hawaii 96813-2991

Telephone: 808.543.0000

[www.hgea.org](http://www.hgea.org)

## **IMPORTANT NOTICE**

April 2023

TO: HGEA Stewards & Alternate Stewards

SUBJECT: **STEWARD ELECTIONS**

Your assistance is needed in conducting steward elections for your work site for the upcoming two (2) year term from July 1, 2023 to June 30, 2025.

We ask for your cooperation to conduct your bargaining unit steward elections as soon as possible within your work unit and **return the completed steward certification forms to your respective HGEA office or via email to [service@hgea.org](mailto:service@hgea.org) no later than May 15, 2023.** (NOTE: Please complete and return the form even if you will be continuing as a steward or alternate steward)

We have enclosed a packet to help you conduct your elections. Some pointers are:

- Lunchtime meeting (elections should not be held on work time)
- Secret ballot
- Arrange to have ballot counters who are not of the work unit or bargaining unit

The information is provided to assist you; however, some stewards have conducted elections in other ways. The important thing to remember is that we want the process to be fair and as inclusive as possible. You may have to be flexible (e.g., your workplace many have staggered lunch periods, employees may be teleworking or on an alternate workweek schedule).

**If you know of any work unit within your department without a steward, please pass on this information or let us know so that a steward can be elected.**

Thank you for your continued assistance and cooperation in serving as an HGEA steward. Your willingness to serve your fellow members and union is greatly appreciated.

Should you have any questions, please email [service@hgea.org](mailto:service@hgea.org) or contact your HGEA office.

<i>Oahu</i>	<i>Hawaii</i>	<i>Maui</i>	<i>Kauai</i>
808-543-0000	808-935-6841	808-244-5508	808-245-6751
Fax: 808-528-4059	Fax: 808-961-2437	Fax: 808-244-3621	Fax: 808-245-9632

# HGEA STEWARD POSITION DESCRIPTION

## A. **General Description: Why Do We Need Stewards?**

Stewards serve an important role in any union. You and your co-workers know the issues that impact you at work better than anyone else. The steward is an extension of the union at each worksite. It is up to stewards to communicate effectively with both their co-workers and HGEA.

In addition to communication, stewards help activate members to resolve problems and are responsible for upholding the terms of our collective bargaining contract. Simply put, stewards are the leaders, educators, organizers, and representatives of HGEA across the state.

## B. **Major Duties & Responsibilities Checklist**

- ✓ **INTRODUCE YOURSELF** as a steward and resource to your co-workers if any issues arise for them. You do not have to know the answer but at least be able to contact or refer them to someone who can help.
- ✓ **CONTACT** the union agent assigned to your workplace and introduce yourself. If you do not know who that is, you can call the HGEA Member Services Center (808-543-0000) or email [service@hgea.org](mailto:service@hgea.org).
- ✓ **UPDATE YOUR UNION BULLETIN BOARD.** Did you know that every worksite has the right to have a union bulletin board, updated with the most recent union news? It's in our contract! Update yours! Request materials from your union agent or call the HGEA Member Service Center. Sign on to the [Steward Resources page](#) for a few examples.
- ✓ **COME UP WITH A PLAN** to communicate information you receive from HGEA to your co-workers and collect feedback. Some ideas include maintaining a list of your co-worker names in your office and making sure you have a conversation with everyone. You can look up your office roster on the [Steward Resources page](#). Some stewards hold occasional after work or lunch meetings. Others create a group text and designate it only for workplace communication.
- ✓ **KNOW THE CONSULTATION PROCESS.** Did you know that the union must be consulted on most changes that management makes in your office? It's in our contract. Make sure you and your co-workers keep HGEA informed of any proposed changes. As a steward, you can call a meeting with your co-workers to discuss the impact of any proposed changes and raise questions, concerns and offer feedback.
- ✓ **ELEVATE YOUR OFFICE TO THE CENTURY CLUB.** Offices in The Century Club are those elite workplaces that have reached 100% union membership. As a steward, you can check your office's status by logging on to the [Steward Resources page](#). Come up with your plan for recruiting new hires to join HGEA and keep us strong. Tell them why you joined and why it is important that they join too!

## **OTHER WAYS TO PARTICIPATE**

As a steward, you're invited to attend steward and membership meetings, and steward training sessions. HGEA also has many committees that members can join or be nominated to serve on including Community Action, Education and Training, Elections, Kendall Scholarship Fundraising, Next Wave, Political Action, Recreation and more.

## **QUESTIONS?**

Talk to your union agent, call the HGEA Member Service Center (808-543-0000) or email [service@hgea.org](mailto:service@hgea.org) for more information.

Scan QR Code for the HGEA [Steward Resources Page](#)



# HAWAII GOVERNMENT EMPLOYEES ASSOCIATION CERTIFICATION OF DEPARTMENT STEWARD



<b>ISLAND DIVISION:</b> <i>Hawaii Kauai Oahu Maui</i>	<b>DATE:</b>	<b>STEWARD TERM:</b>
<b>SUBJECT:</b> <i>Certification of Steward</i>	<b>BARGAINING UNIT:</b>	<b>7/1/23 - 6/30/25</b>
<b>JURISDICTION / EMPLOYER:</b> ( ) STATE ( ) COUNTY ( ) JUD ( ) HHSC ( ) DOE ( ) BOR-BU08		
<b>STEWARD TYPE:</b> ( ) REGULAR STEWARD ( ) ALTERNATE STEWARD		

Please complete all boxes to ensure accurate recordkeeping.  
Forms must be completed when there is an election or if someone volunteers to be a steward.  
.....PRINT CLEARLY.....COMPLETE ALL BOXES.....PRINT CLEARLY.....

NAME (Last, First, Middle Initial)	
RESIDENCE ADDRESS (#, Street, City & ZIP CODE)	
MAILING ADDRESS (P.O. Box, City, ZIP CODE - if different from above)	
POSITION TITLE	POSITION NUMBER
DEPARTMENT	DIVISION
BRANCH	SECTION/UNIT
WORK ADDRESS (Street #, Street, City, Zip, Floor & Room #)	
WORK MAILING ADDRESS (If different from above)	
WORK BUILDING NAME (e.g. Kalanimoku, Kukuau Plaza, Wailuku EI)	WORK SITE / OFFICE
HOME PHONE	MOBILE PHONE (for text alerts)
WORK PHONE	WORK FAX
WORK EMAIL ADDRESS	PERSONAL EMAIL ADDRESS (for HGEA updates & information)
PREFERRED METHOD OF CONTACT (mobile call, text, personal email, work phone, etc.)	
I WOULD LIKE TO LEARN MORE ABOUT: ( ) Serving on a Committee ( ) Community Action ( ) Political Action ( ) Kendall Scholarship Fundraising ( ) Education & Training ( ) Steward Academy Classes ( ) Being matched with a Mentor Steward ( ) Serving as a Mentor Steward	
SIGNATURE	DATE

<b>FOR OFFICE USE ONLY</b>	Field Staff Review: _____	Admin. Processing: _____
Comment(s): _____		

**SAMPLE**

## **IMPORTANT NOTICE**

(Today's Date)

TO: Bargaining Unit \_\_\_\_\_ MEMBERS, (Your Department Name, Applicable section/unit)

FROM: (Your Name), Steward (your phone #)

SUBJECT: Steward Election

An **election** for BU \_\_\_\_\_ steward will be held by secret ballot at a meeting on:

**Date:**

**Time:**

**Location:**

Please submit to me your **nominations** for steward no later than (Date one week before Election meeting).

General information concerning the election of stewards follows:

**ELIGIBILITY** - Employees must be active members (call HGEA if there are any questions about membership status) of the unit and in good standing to be eligible to vote for and/or be elected as stewards.

**NUMBER OF STEWARDS** - The number of stewards is one (1) steward for every fifteen (15) members and/or depending on the needs and geographical location of members.

**TERM OF OFFICE** - Two (2) years: July 1, 2023-June 30, 2025

**LIMITATION OF TERMS** - The number of terms that a member may serve as a steward is unlimited.

**ALTERNATE STEWARDS** - It is suggested that alternate steward(s) be elected to ensure continuity of service and representation. An alternate steward may take the place of a steward in his or her absence.

If necessary, please refer to your respective bargaining unit bylaws for more details (accessible on your HGEA members only webpage).

Contact your steward or email [service@hgea.org](mailto:service@hgea.org) if you have any questions.

Oahu  
808-543-0000

Hawaii  
808-935-6841

Maui  
808-244-5508

Kauai  
808-245-6751



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## STEWARD'S CHECKLIST FOR CONDUCTING AN ELECTION:

- ☐ Select a date and time for the election
- ☐ Reserve a room to hold the meeting
- ☐ Post the notice in advance (Sample enclosed)
- ☐ Take nominations
- ☐ Make ballots
- ☐ Take sign in sheet to meeting (Sample included)
- ☐ Arrange for someone outside the work unit or bargaining unit to count ballots
- ☐ Retain ballots and sign in sheet in case the election is challenged
- ☐ Post results (Sample below)
- ☐ Complete and return the 2023-2025 HGEA Steward Certification Form (enclosed) to HGEA

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### POST ON UNION BULLETIN BOARD

**SAMPLE**

### HGEA STEWARD ELECTION RESULTS

TO: Bargaining Unit \_\_\_\_\_ MEMBERS, (Your Department Name, applicable section/unit)

(Name) has been elected your steward for July 1, 2023 to June 30, 2025.

(Name) will serve as alternate steward for July 1, 2023 to June 30, 2025.

**Congratulations!**  
**Mahalo for your participation!**






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 FUNCTION
 

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 LOCATION
 

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 STAFF
 

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DEPARTMENT

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## 2023 STEWARD ELECTION

Vote for one (1):

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☐ \_\_\_\_\_

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## 2023 STEWARD ELECTION

Vote for one (1):

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## 2023 STEWARD ELECTION

Vote for one (1):

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## 2023 STEWARD ELECTION

Vote for one (1):

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