



IMPORTANT NOTICE

April 2025

TO: HGEA Stewards & Alternate Stewards

SUBJECT: **STEWARD ELECTIONS**

Your assistance is needed to conduct a work site steward election for the upcoming two-year term from July 1, 2025 to June 30, 2027.

Please conduct your bargaining unit steward election as soon as possible within your work unit and **return completed steward certification forms to your respective HGEA office or via email to service@hgea.org no later than May 15, 2025.**

Important: You must complete the form even if you will be continuing as a steward or alternate steward.

Enclosed is a packet to help you conduct an election. 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

This information is provided to assist you; however, some stewards have conducted elections in other ways. It's important to remember that the process be fair and as inclusive as possible. You may need to be flexible in consideration for staggered lunch periods, telework, or alternate workweek schedules.

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

Thank you for 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 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.
- ✓ **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 PARTICPATE

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 for more information.

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



HAWAII GOVERNMENT EMPLOYEES ASSOCIATION CERTIFICATION OF DEPARTMENT STEWARD



ISLAND DIVISION: <i>Hawaii Kauai Oahu Maui</i>		DATE:	STEWARD TERM:
SUBJECT: <i>Certification of Steward</i>		BARGAINING UNIT:	7/1/25 - 6/30/27
JURISDICTION / EMPLOYER: () STATE () COUNTY () JUD () HHSC () DOE () BOR-BU08			
STEWARD TYPE: () 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 El)		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 am interested in serving on a State or Island Division Committee			
<u>I would like to learn more about/possibly volunteer:</u>			
() New Employee Orientation Support		() I would like to volunteer during political season	
() Office Liaison: News & Bargaining Unit Updates		() Steward Academy Classes	
() I would like to be matched with a mentor steward		() Education & Training	
		() I would like to serve as a mentor steward (must be a steward at least one previous term)	
SIGNATURE		DATE	

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



Steward Election Notice

To: Unit ____ members of _____

From: _____

An election for Unit ____ steward will be held by secret ballot at a meeting on:

Date: _____

Time: _____

Location: _____

Please submit your nominations for steward to me no later than _____.
(one week before election meeting)

General information concerning the election of stewards follows:

- **Eligibility:** Employees must be active members of the unit (you can call HGEA to confirm) and in good standing to be eligible to vote in the election or be a candidate.
- **Number of Stewards:** There is one steward for every 15 members, though it may vary depending on the needs and location of members.
- **Term of Office:** Two years (July 1, 2025 to June 30, 2027).
- **Limitation of Terms:** The number of terms that a member may serve as a steward is unlimited.
- **Alternate Stewards:** An alternate steward may take the place of a steward in his or her absence. We recommend that alternate steward(s) be elected to ensure continuity of service and representation.

If necessary, please refer to your respective bargaining unit bylaws on the HGEA website for more details.

Questions? Contact your steward or HGEA at service@hgea.org or 808-543-0000 (Oahu); 808-935-6841 (Hawaii Island); 808-244-5508 (Maui); 808-245-6751 (Kauai).

Election Checklist for Stewards

- ☐ Select a date and time for the election
- ☐ Reserve a room to hold the election meeting
- ☐ Post advanced notice on the union bulletin board (see sample)
- ☐ Take nominations
- ☐ Make ballots
- ☐ Take sign-in sheet to meeting (see sample)
- ☐ 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 on the union bulletin board (sample below)
- ☐ Complete and submit the 2025-2027 Steward Certification form (enclosed) to HGEA

SAMPLE RESULT NOTICE

HGEA Steward Election Results

To: Unit ____ members, (department name, applicable section/unit)

(Name) has been elected as your steward for July 1, 2025 to June 30, 2027.

(Name) has been elected as your alternate steward for July 1, 2025 to June 30, 2027.



Congratulations!
Mahalo to everyone who voted



 FUNCTION

 LOCATION

 DATE

 STAFF

PRINT NAME

DEPARTMENT

BU

SIGNATURE

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2025 STEWARD ELECTION

Vote for one (1):

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☐ _____

☐ _____



2025 STEWARD ELECTION

Vote for one (1):

☐ _____

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☐ _____



2025 STEWARD ELECTION

Vote for one (1):

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2025 STEWARD ELECTION

Vote for one (1):

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