

DATE:

TO:

FROM:

SUBJECT: Oregon Tech/ SEIU Local 503/OPEU Steward Accountability Report

The following is a true accounting of the time I have spent as an Oregon Tech/SEIU, OPEU Steward during this month as paid release time during regularly scheduled working hours. I understand that this approved release time is limited to those activities specified in Article 10, Section 9 (A) and (B) *(see reverse)* of the collective bargaining agreement and that my supervisor and I have mutually agreed upon this release time in advance.

I will file this report with my supervisor no later than the 5th of the following month whether I have worked as a steward or not.

DATE TIMES PURPOSE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**To Be Completed By Supervisor:**

Signature below verifies that the time(s) identified above spent by the Steward on Steward responsibilities were arranged and approved by myself prior to each instance.

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Supervisor Date

(**To be forwarded to Human Resources upon completion, Supervisor to retain a copy)**

**ARTICLE 10. UNION RIGHTS**

**……**

**Section 9(A).** **Union Stewards Time Off.** Union Stewards will be granted mutually agreed upon time off during regularly scheduled working hours to investigate and process grievances, and to represent employees in investigatory interviews or disciplinary meetings as described in Article 17 - Discipline and Discharge, Section 5 upon notice to their immediate supervisor. If the permitted activities would interfere with the work the Steward or employee is expected to perform, the immediate supervisor shall, within the next work day, arrange a mutually satisfactory time for the requested activity.

**(B)** Union Stewards will receive their regular rate of pay for time spent processing grievances and representing bargaining unit employees in investigatory interviews or disciplinary meetings as described in Article 17 ­Discipline and Discharge, Section 5 during their regularly scheduled hours of employment. However, except as provided in Article 18, Section 10 and Section 12, only one (1) Union Steward will be in pay status for any one (1) grievance except where a grievance involves employees in more than one (1) university. Supervisors may request that stewards maintain and submit a monthly activity report of work time spent investigating and processing grievances.

**(C)** The Employer is not responsible for any compensation of employees or their representative for time spent processing grievances or distributing Union material outside their regularly scheduled hours of employment. The Employer is not responsible for any travel or subsistence expenses incurred by a grievant or Union Steward in the processing of grievances.

**……**