

Appendix A

Steward Essentials

Here is a list of materials and information that all stewards should have.

- Contract and/or work rules
- International constitution
- Local constitution
- Steward Handbook*
- AFSCME Leader* (newsletter)
- Grievance forms
- Grievance fact sheet
- Notebook
- Steward button
- List of union members
- List of non-members
- Member sign-up cards
- Membership buttons
- Seniority list
- PEOPLE materials
- Benefits information
- EAP (Employee Assistance Program) information
- Local officers' names and phone numbers
- Council or affiliate staff representative's name and phone number
- AFSCME Advantage/Union Privilege benefit information