

**IATSE
LOCAL 492**

**STEWARD'S REFERENCE
BOOK**

Latest Revision: July 25, 2017

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Steward's Reference Book

Each steward should be equipped with the following resource material:

1. An executed copy of the contract that they and the rest of the bargaining unit will be working under.
 - a. Take plenty of time to review the contract, paying special attention to the grievance and arbitration procedure, and not the time limitations that are called for in this Article.
2. Everyone who is represented under the Local 492 Agreement should fill out a dues check off form. This is a voluntary payroll deduction form that allows the employer to deduct the 3½% dues from the employee's check so we do not have to bill them later for this money, and so they do not generate a large bill for dues after the show when the money earned has already been spent.
3. All new hires that are not participants in the Health and Annuity plan need to fill out the health and annuity information:
 - a. Health start up form
 - b. Annuity start up form
 - c. Health and Welfare Plan census card
4. The steward should have a complete roster of Local 492 members and their classifications.
 - a. It is not necessary to have a complete resume book if one has already been provided to the company, but the steward should know exactly who does have those books, and have easy access to them.
5. It is very important that every steward have the home and cell phone numbers and email for the officers of Local 492. If any situation arises that can not be handled by the steward, you should immediately contact the business representative of president of the Local.
6. The steward's handbook should have the daily log sheet (provided by the local), with enough copies to make it through the entire production.
7. The steward's book should also have a medical log sheet (provided by the local). Fill out this sheet any time that medical attention is given, no matter how small is administered.

8. The log should also have blank, plain, ruled paper so that the steward can make note of questions or comments that either need clarification later or could potentially become grievances.
9. With all these forms and paperwork, it is very important that the steward do the work to keep up with it. A grievance may be won or lost on how well our information has been gathered.
10. Each steward should be in contact with the Local 492 office on at least a daily basis either via phone (615-386-3492) or email (iatse492@comcast.net).
11. Stewards should forward all crew lists and call sheets to the office on a daily basis unless the office has been added to the distribution list by production.

Local 492 Officer Contact Sheet

President: Darryl Wilson
Cell: (818) 720-4922
E-mail: goodgrip@me.com

Bus. Agent: Peter Kurland
Home: (615) 661-6162
Cell: (615) 479-3737
Fax: (615) 661-6523
E-mail: pkurland@earthlink.net

Sec/Treasurer: Theresa Morrow
Cell: (615) 926-0228
Fax: (615) 460-7492
E-mail: tmsquared@charter.net

Office: Phone: (615) 386-3492
E-mail: iatse492@comcast.net
Website: www.iatse492.com
Address: 310 Homestead Road
Nashville, TN 37207

Grievance Handling

1. What does the grievance section of the contract say?
 - a. Who is the first contact?
Is there a time limit?
 - b. Who is the second contact?
Is there a time limit?
 - c. Who is the third contact?
Is there a time limit?
2. STEP ONE: The person with a grievance comes to the steward with a problem. Listen closely to the person, as some problems may be solved at this point if it is just a mis-understanding or clarification of the employee's rights under the collective agreement.
3. It may be necessary to speak to the employee's department head and resolve the problem at this level.
4. If speaking to the department head is not the proper route for the resolution of this problem, the steward would then talk directly to the company's unit production manager.
5. If the problem is still not resolved, then the problem is passed on to an official of the local.
6. For each of these steps, there may be time limits. Make sure that they are met and that the proper paper trail, provided by the local, is being filled out every step of the way.
7. The steward is the union representative on the job. As the steward, you have contractual rights to have access to any location where members of the local are working (to check for contract compliance, safety violations, etc.)

Dealing with Conflict

We should always remember that conflict is a normal part of human existence. It is how we handle such conflict that can make it either a positive or a negative experience. Here are some simple steps that may aid you as a steward to effectively cope with the problems that may arise.

1. LISTEN – Often people will calm down and be more rational if they think their concerns are being listened to and an effort is being made to understand their particular problems. They may also, in the course of their story, give important clues to other problems that they may not be aware are contract violations, but you, the steward, being better versed in the contract, understand.
2. ACT – Let the person know exactly how you intend to handle the situation, even if it is as simple as explaining the contract provision to them and pointing out that no part of the agreement has been violated. Let them know that you will double check with the union office and get back to them within a certain time frame. Be clear to the member or employer representative what action you are taking.
3. BE ACCOUNTABLE – Start the required paper trail, making sure that all names, dates, and times are clearly documented. Pay special attention to stay within the framework of the grievance procedure as to written notice of a problem and timeliness of reporting the problem. Try and communicate to all sides, as much as possible, where you are in the process.
4. LOOK FOR SOLUTIONS – A solution to any problem can be found if the parties have a willingness to look for it. If this were human nature, we would not need a grievance procedure. In any case, it doesn't hurt to try and find a workable solution to the conflict at hand. Stay as positive as you can, and come at the situation from a problem solving, not a problem creating, position.
5. MAKE SURE THE RESOLUTION SOLVES THE PROBLEM – It doesn't resolve conflict if the solution only escalates the issue. Before accepting any solution to a situation, make sure all sides agree.

Never forget that collective bargaining agreements are sold to employers as a means to insure their production relative labor peace. This does not mean that every employee should not receive the maximum benefits due to them, but that no amount of training can substitute for a little evenhandedness and common sense.

Steward Daily Activity Report

Name of the steward: _____

Department: _____ Off production _____ On production

Name of person with grievance: _____

Nature of the problem: _____

Article and Section of the contract violated: _____

Steps taken to resolve the problem: (List all steps taken, list names, dates, and time of contact with people involved):

Was the problem resolved: _____

What was the resolution: _____

Who at the Local was notified: (Names, date, and time) _____

Steward's Daily Medical Log

Name of the steward: _____

Department: _____ Off production _____ On production

Nature of the injury: _____

Was medical care administered?: _____

By whom?: _____

Was further care off the job needed?: _____

Was it provided?: _____

Is there a potential safety problem?: _____

Explain: _____

Nature of the injury: _____

Was medical care administered?: _____

By whom?: _____

Was further care off the job needed?: _____

Was it provided?: _____

Is there a potential safety problem?: _____

Explain: _____



