



## **Duties of Unit Representatives & Work Area Leaders**

### **Unit Representatives:**

Unit representatives are an essential element of a strong local. Serving as a unit representative can be a very positive and fulfilling experience that enables a member to become more familiar with the principles of unionism and the struggle to provide an optimal work environment for our members. It is a commitment and responsibility that is well worth the effort.

#### ***The Responsibilities of the Unit Representative are as follows:***

To facilitate communications between the membership and the Local Executive Board

To provide a copy of your unit's work schedule if there are new hires and to be responsible for tracking forms for your assigned units.

To update the Union binder on your unit, specifically by placing the latest newsletter and any other relevant information in the binder. To acquaint all members on your unit with the binder

To attend six rep council meeting per year which are held on Monday evenings at 7:30pm in the hospital

To accompany a fellow member in an investigatory or disciplinary meeting.

To help identify contract violations and grievances.

To help recruit and orient new union members.

Rep training and leadership training are conducted periodically by HPAE staff. Grievance training is also available to any interested rep.

Representatives receive a \$10 stipend for attendance at the rep council meetings that is paid at the end of the calendar year and a \$50-\$75 stipend for attending training or conferences.. Reps must schedule themselves on their day off to attend trainings as there are no paid union days in our contract.

## **Work Area Leaders:**

Work area leaders are an essential element of a strong local. Serving as a work area leader can be a very positive and fulfilling experience that enables a member to become more familiar with the principles of unionism and the struggle to provide an optimal work environment for our members.

### ***The responsibilities of a work area leader are:***

To facilitate communications between the membership and the Local Executive Board through direct conversation with the officers, email or written alerts

To provide a copy of your unit's work schedule every other month and to be responsible for tracking forms for your assigned units.

To update the Union binder on your unit, specifically by placing the latest newsletter and any other relevant information in the binder.

To acquaint all members on your unit with the binder, and to verify that every member on that unit is familiar with any new forms or information

To help identify contract violations and grievances.

To help recruit and orient new union members.

Work area leaders are invited and encouraged to become unit reps. If a person indicates a desire to serve as a unit rep, he/she will be given the opportunity to function in that capacity.