

# Steward Levels and Requirements



LEVELS	REQUIREMENTS
<p><b>Steward</b></p>	<p>A member in good standing that successfully completes Steward in Action Training (SIA), after recommendation by their Local President and approval* by Council President.</p>
<p><b>Member Action Team (MAT) Steward</b></p>	<p>A steward in good standing that successfully completes the “Introduction to Member Action Teams” training and has their advancement approved* by the Local Executive Board. Steward initiates advancement request via form**.</p>
<p><b>Representational Steward</b></p>	<p>A MAT Steward in good standing who has their advancement approved* by the Local Executive Board. Steward initiates advancement request via form**.</p> <p>Advancement will be granted after an assessment of the steward’s experience, competencies, and training in the following areas: <i>Is this a Grievance, Informal Resolutions, Grievance Writing, Grievance Handling, Investigatory Meetings (Strategy/How-To)</i>, experience in attending and handling other management meetings.</p>
<p><b>Chief Steward</b></p>	<p>When and where applicable, the Chief Steward designation will be established by the Local’s Executive Board, in accordance with its constitution.</p>

As a Steward at any level, at a minimum, you must:

- Attend a Collective Bargaining Agreement (CBA) training every 2 years
- **AND** complete at least 2 Continuing Steward Education (CSEs) every 2 years, such as:
  - Convention/Conference Trainings  
*Such as Council 28’s **Rise Up!** or the **AFSCME International Convention***
  - Shop steward CSE trainings organized by Council 28, taught online or in-person  
*Such as “Investigatory Meetings” or “Mock Grievance Handling”*
  - Other approved trainings, such as Labor Notes trainings

*\*Denials for initial steward training may be appealed to the Council 28 Executive Board. Advancement denials may be appealed to the Council 28 President.*

*All denials must be made within 30 calendar days.*

*\*\*Forms and other information can be found at [www.wfse.org/steward-center](http://www.wfse.org/steward-center)*

