

P-4 Council Steward Evaluation Process

Evaluation

A performance evaluation shall be completed per (Engineering, Scientific & Technical Council Bylaws-Section 9: A-5), President Duties - P-4 Council By-laws. Each steward will have an evaluation conducted by a supervisor, Lead Steward or Chief Steward, designated by the P-4 President. When a steward is rated "Improvement Needed" or "Not Acceptable" in a category, the supervisor will state reasons and suggestions for improvements. The supervisor will schedule the date, time and place that all elements of the evaluation will be discussed with the steward.

Discipline

Except for a serious offense, the President shall use progressive discipline and outline in writing specific problems and areas that need to change in a steward's performance. This will be based on the P4 Steward's Code of Conduct and the P4 Steward's Evaluation process. If the steward's performance remains unsatisfactory after counseling, or for a serious offense, the President, with consideration of the Council Executive Committee, may seek to remove the steward by preparing a written report stating the reason(s) for the removal of the steward. The report presentation will be noted on the Council meeting agenda and a copy of the report will be provided along with the Council meeting notice. The President shall present the report before the Council and the steward may present a rebuttal. The Council must concur with the findings of the President's report and approve the steward's removal.

Suspension

The suspension of a steward, for a recommended timeframe, is an option of discipline for less serious offenses including arrest for felony, misdemeanor or moral turpitude.

Dismissal

The following may be considered causes for the dismissal of a steward. This listing is not to be construed as all-inclusive.

- Conviction of crime;
- Offensive, indecent or abusive conduct toward members, stewards, chapter/council officers, delegates or union staff;
- Fraud or collusion in connection with any examination or appointment in the classified service;
- Two (2) successive "Not Acceptable" performance evaluations;
- Theft, willful neglect or misuse of union funds, property, equipment, material or supplies entrusted in your care;
- Deliberate violation of any law, union regulation at chapter or council level;
- Intoxication while on duty;
- Neglect of duty;
- Insubordination;
- Engaging in any activity which is detrimental to the best interest of the union;
- Failure to attend at least four (4), of the six (6), bi-monthly stewards meeting;

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- Failure to notify supervisor of your absence from bi-monthly steward or team meetings;

The agreed upon P4 Steward Evaluation Form will be used to evaluate the performance of a steward. Please, refer to you're the P-4 Stewards Manual for the appropriate forms to enable you, the steward, in assisting your supervisor with your performance evaluation.

The undersigned P-4 Council Steward, acknowledges that he/she is in receipt of this document, as well as the P-4 Council Stewards Manual.

P-4 Council Steward

P-4 Council Chief Steward

P-4 Council President