OREGON NURSES ASSOCIATION (ONA)
STEWARDS AT ST. VINCENT MEDICAL CENTER

Roles: Each steward is the first line of response on questions, disputes, and issues of concern raised by nurses on his/her unit. This means all issues and concerns should first go to the unit steward before being brought to ONA staff, APRN, or other bargaining unit leadership. Each steward is also the primary communicator between nurses on his/her unit and ONA committees and leadership.

Responsibilities:
- Watch for contract violations and help to enforce contract in his/her unit
- Respond to questions and concerns raised by nurses on his/her unit
- Help nurses try to resolve issues without filing a grievance when possible
- Refer grievances to the Grievance Committee
- Communicate with co-workers about ONA activities hospital-wide
- Keep his/her Grievance Committee liaison updated about events or developments in his/her unit
- Keep unit bulletin boards updated and post new notices and newsletters

Requirements: In order to serve as a steward for his/her unit, a nurse must meet the following requirements.
1. Be an ONA member in good standing
2. Sign and abide by the steward pledge
3. Complete the Basic Steward Training (this may be waived by the Grievance Committee for stewards who demonstrate adequate knowledge and ability to fulfill the responsibilities)
4. Be elected by nurses on his/her unit (see below for details)
5. Provide both a personal (non-work) email address and a personal phone number at which he/she can be reached
6. Have his/her name, photo and email and/or phone information posted on ONA bulletin boards and the ONA website for St. Vincent Medical Center

Steward Election Process:
Steward elections will be held every two years. Existing Stewards must be re-elected in order to continue serving. There are no term limitations for stewards.

Nurses wishing to be elected or re-elected as Stewards for their units must obtain petition signatures from 10 nurses in their home departments/units in order to be placed on the ballot (small, related units may be combined). Petitions must be submitted to APRN at least three weeks prior to the election date. All eligible nurses who obtain the necessary signatures will be placed on the ballot. Nurses may vote for as many candidates on the ballot as they wish. Write-in candidates are not permitted. Float nurses may be candidates for steward positions and may cast ballots in the unit where their manager is assigned.

Each ballot will only contain candidates for steward in a single unit, and only nurses currently employed in that unit may vote on that unit’s ballot.

All candidates who receive a vote from the majority (50 percent +1) of eligible ballots cast will be elected as stewards for their department. There is no limit on the number of stewards who may be elected for any department.