

New Member Orientation Checklist

The Steward should **give** the new member:

- ☐ A hard copy of the Collective Agreement
- ☐ A CUPE 241 T-shirt or hat, if we have some to share
- ☐ A business card with the Steward's name and contact information
- ☐ A copy of the CUPE 241 Membership Form (or direct them to the digital form)

The Steward should **show** the new member:

- ☐ Where the Union and JHSC bulletin boards are, and who the JHSC site contacts are
- ☐ How to access <http://cupelocal241.ca/>, and some of the resources available there:
 - Who's on the Executive, and who the other Stewards are
 - Which Committees are available to join or participate in
 - What's available under the "Resources" tab of our website
- ☐ Some other friendly active Union members around the worksite
- ☐ The City's Sharepoint/Infonet orientation resources, if they haven't seen it yet

The Steward should **tell** the new member:

- ☐ That the Steward is available as a trusted support for any workplace issues
- ☐ That the Steward's role is to help defend and enforce our Collective Agreement
- ☐ When and where they can join our General Membership Meetings
- ☐ What a grievance is, and how to deal with potential grievances:
 - Talk to supervisor (with the Steward's help, if wanted)
 - If this is unsuccessful, talk to Steward to see if they can help resolve issue
 - Then, if necessary, the Union can help you file a grievance, which triggers a meeting between the member, the supervisor, the Steward, and HR, to try and come to a resolution

The Steward should **ask** the new member:

- ☐ Do you have any questions for me?
- ☐ How can I help you get settled in?