



Expectations of a PVFT Site/Department Representative

Worksite Leader:

- Be visible. Members know who you are, where and how to contact you.
- Utilize the 10 minutes of PVFT time at every staff meeting to check in or share information (admin should step out during this time)
- Hold union meetings at least 4 times/year or as needed on site or off site (different than the 10 minute check-in)
- Represent members in disciplinary meetings
- Conduct union elections as needed

Communicator:

- Help union office update site/department member lists at the beginning of year and throughout the year when changes occur
- Maintain personal contact information for members at site, including an email list with non-work (no PVUSD.net) emails and keep it strictly confidential and for union business only
- Listen to what concerns members have and provide guidance in how to address issues
- Bring information back from monthly site rep meetings in a timely way (sharing minutes via email, 10 min update, etc.)
- Distribute union flyers and information and collect ballots and surveys at the worksite
- Maintain a union bulletin board with pertinent info, names of reps (with room numbers), and how to contact the union office

Union Builder:

- Ask new certificated staff at site to join the union (give them an application and pink AD&D form)
- Ask agency fee payers to become full union members
- Ask members to join COPE
- Ask members to participate in political and legislative campaigns that affect their community and working conditions
- Educate site members about how the union works encourage them to take an active role
- Recognize positive leaders and bring them into union leadership roles

Problem Solver:

- File step-one informal grievances and step 2 grievances when needed (with help if necessary)
- Distinguish between a general complaint and a worksite problem that needs to be addressed
- Bring concerns from union meetings to sit admin in a systematic, consistent way
- Look for commitments behind complaints (ask members to be part of the solution to perceived problems or put in some time to improve perceived weaknesses)
- Offer solutions to problems whenever possible