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**Steward Affirmation, Revocation, and Reinstatement Policy**

**Board of Directors Revision Date:** July 2010, October 2020

**Delegate Assembly Revision Date:** 9/23-24/2016

**Summary:** Procedures to affirm MAPE stewards, track changes in steward status, and revocation of steward designation.

**Policy:**

**Steward Affirmation Form:**The Steward Affirmation Form allows for the designation of a MAPE steward after completing basic steward training. Stewards shall make the recommitment of their representational role by signing Affirmation Forms in each region bi-annually.

Affirmation Forms and steward status updates will be sent by the Chief Steward to the MAPE office to include change in steward status and steward contact information.

**Revocation of Steward Designation:**

* All complaints, filed against a steward and relating to a breach of the MAPE Steward Code of Conduct, shall be submitted in writing. Such complaints will be investigated by the MAPE Statewide Vice President, a member of the Judicial Committee (Article 12) and the chief steward of that region. If the chief steward is the subject of the complaint or the person lodging the complaint, the MAPE Statewide Vice President along with the MAPE Statewide President will determine if the charges are founded and if the violation warrants action. Results of findings shall be documented.
	+ A statement of charges;
	+ A summary of the evidence in support of the charges;
	+ A summary of the evidence in refutation of the charges;
	+ A finding of facts;
	+ A conclusion of proceedings;
	+ The assessment of a penalty, if any; or an order setting aside or modifying a previously imposed penalty.
* The named steward shall be notified by the MAPE Statewide Vice President of the complaint in writing. If the MAPE Statewide Vice President, in consultation with the chief steward of the region and/or MAPE Statewide President, find no merit to the complaint, it shall be dismissed.
* The MAPE Statewide Vice President will determine if complaints will be resolved informally unless the seriousness of the complaint could lead to removal of the steward’s designation. An example of an informal resolution includes training. Individuals are encouraged to informally resolve concerns whenever possible. Possible resolutions may be reached through facilitated discussions, or agreements reached, including but not limited to counseling and mentoring.
* The MAPE Statewide Vice President, in consultation with the chief steward of the region, or the MAPE Statewide President, may (if appropriate) suspend the activities of the steward before, during or after the investigation depending on the severity of the charges. The MAPE Statewide Vice President, chief steward of the affected region and member of Judiciary Committee must vote on actions to be taken as a result of findings. The MAPE Statewide Vice President will inform the accused steward, in writing, of the suspension and the reason(s). The steward shall be advised they must immediately stop the performance of all steward duties pending the outcome of the investigation. The chief steward of the affected region will be informed that the steward is not active.
* The MAPE Statewide Vice President will present the results of the investigation to a decision team comprised of three Employee Rights Committee (ERC) members and two ERC alternates appointed by the MAPE Statewide Vice President. This decision team will vote on a majority basis whether the charges warrant loss of steward designation.
* If the decision is to revoke the steward’s designation, the MAPE Statewide Vice President will inform the steward, in writing, of the revocation and the reason(s). The steward shall be advised they must immediately stop the performance of all steward duties. The chief steward of the affected region and the State of Minnesota will be informed that the steward designation is revoked. The letter will also advise the steward that they have 30 days from the date of the letter to appeal the revocation decision to the ERC. The request for appeal must be in writing to the MAPE Statewide Vice President at the MAPE office.
* If there is not a majority vote to revoke designation, the steward shall be informed immediately and in writing that their suspension is lifted.
* If a written request is not received in the MAPE office within the allotted 30 days, the steward’s revocation of designation will be final. The chief steward of the revoked steward’s region will be immediately informed of the revocation by mail or e-mail. All revocations will be reported to the ERC at the next ERC meeting.

**Appeal to Employee Rights Committee (ERC)**
If a steward who has had their designation revoked files a written appeal to the MAPE Statewide Vice President at the MAPE office within 30 days of the date on the notice of revocation, the ERC will hear the appeal at its next scheduled meeting (if possible). The ERC will hear the appeal under the same rules as apply to an arbitration appeal, with the decision team presenting their findings. If the ERC votes (by majority exclusive of the decision team) to uphold the decision to revoke the steward’s designation, the steward's designation will be revoked. If the ERC votes (by majority exclusive of the decision team) to not uphold the decision team’s revocation, the steward will be reinstated as a MAPE steward.

**Appeal to MAPE Board of Directors**

If the ERC upholds the decision to revoke the steward’s designation, the steward may appeal the decision to the MAPE Board of Directors at the next scheduled meeting (if possible).

**Reinstatement:**

1. On an annual basis, a member who has had their steward designation revoked may make a request in writing to the Statewide Vice President for reinstatement.
2. The MAPE Statewide Vice President may reinstate a steward’s designation with majority approval of the ERC.