

SHOP STEWARD REPORTING GUIDELINE

SS Details	SS (Surname)	
	SS (Forename)	
	Persal Number	
	Post Level	
	School Name	
	Employer (Provincial Department)	
	Trade Union	
SS Roles and Functions	1. NEGOTIATIONS	
		DETAILS
	1.1 To represent the trade union in national negotiations.	
	1.2 To represent the trade union in provincial negotiations.	
	1.3 Assist trade union in monitoring the employer's compliance with the provisions of any workplace-related laws and any collective agreement binding on the employer.	
	2. DISPUTES PREVENTION	
		DETAILS
	2.1 Represent trade union members in disciplinary hearings.	
	2.2 Represent trade union members in processing of grievances and grievance hearings.	
	3. DISPUTE RESOLUTION	
		DETAILS
3.1 Represent trade union members in dispute resolution procedures.		
4. PUBLIC EDUCATION PROGRAMMES		
	DETAILS	
4.1 Participate in public education programmes e.g. PCTA, curriculum, etc		

