

## ***XI: RESOURCES***

Here's a brief list of some resources that can help you do the most important job in the union — the job of union shop steward. All of these publications are downloadable from AFSCME's Web site: [www.afscme.org](http://www.afscme.org) (see below for more information on the Web site). If you do not have access to the Web, please contact AFSCME at (202) 429-1000 for information on how to obtain these publications.

***AFSCME Leader (newsletter):*** This publication is produced periodically and has news for all AFSCME leaders. Each issue also provides helpful tips, guidelines and information specifically for stewards on a wide variety of subjects. If you're not already receiving this publication by mail, please contact your council to have your name and address permanently added to the mailing list.

***AFSCME Officers' Manual:*** This handbook contains information for local union officers on such topics as leadership roles, the duties of officers, local union committees and conducting effective meetings.

***AFSCME Organizing Model and Manual:*** This manual describes proven key elements of successful organizing campaigns, from first contact to first contract. This is AFSCME's model for external or new organizing campaigns.

***Building Power in the Workplace:*** This manual contains information for how to run a successful internal organizing campaign. It is essential information for leaders who are working to rebuild or strengthen their locals.

***Fighting for the Rights of Employees with Disabilities:*** This handbook provides information on the Americans with Disabilities Act and guidelines on how to protect the rights of AFSCME members with disabilities.

***AFSCME Guide to the Family and Medical Leave Act:*** This question-and-answer brochure provides basic information on the Family and Medical Leave Act (FMLA), which stewards can use to educate members.

***Safe Jobs Now: An AFSCME Guide to Health and Safety in the Workplace:*** This extensive handbook contains information that stewards, and health and safety committee members can use to learn about workplace hazards and how to correct them and create a safe work environment.

***Stopping Sexual Harassment:*** This booklet provides information, guidance and strategies for stewards and members on dealing with the issue of sexual harassment.

**When AIDS Comes to Work: An AFSCME Guide for Stewards:** This handbook provides information on how the steward can help ensure fairness and equal treatment on the job for those workers living with HIV (Human Immune-deficiency Virus) and with AIDS (Acquired Immune Deficiency Syndrome).

**www.afscme.org:** This is AFSCME's home page on the World Wide Web. The site contains such items as:

- News about AFSCME organizing victories around the country;
- Up-to-date information on political, legislative and policy issues that affect AFSCME members;
- Information on workplace issues;
- Bargaining topics and data;
- Summaries of AFSCME activities as reported in the *Public Employee* and the *AFSCME Leader* and press releases;
- A calendar of upcoming AFSCME events;
- Hundreds of manuals, brochures, handbooks, fact sheets, etc., that can be downloaded and printed; and
- Links to other Web sites useful to AFSCME activists, including:
  - ◆ AFSCME locals, councils and affiliates
  - ◆ Other labor unions and organizations
  - ◆ Government agencies
  - ◆ Resources organized by topic, such as bargaining, corporate research, diversity, health care, privatization, legal issues, etc.



**Bright Idea**  
Check [www.afscme.org](http://www.afscme.org)

AFSCME continually produces new materials. News, facts and data are constantly being added to AFSCME's Web site. Periodically check the Web page for updated information, resources and helpful links as they are developed and added. Go to [www.afscme.org](http://www.afscme.org).

## *Additional Resources*

Following are a few other resources that may be helpful to the union steward:

*The Legal Rights of Union Stewards*, by Robert M. Schwartz. Work Rights Press, 678 Massachusetts Avenue, Box 391887, Cambridge, MA 02139. For copies, call (800) 576-4552.

*How To Win Past Practice Grievances*, by Robert M. Schwartz. Work Rights Press, 678 Massachusetts Avenue, Box 391887, Cambridge, MA 02139. For copies, call (800) 576-4552.

*A Troublemaker's Handbook: How to Fight Back Where You Work — And Win!*, by Dan La Botz. Labor Notes, 7435 Michigan Avenue, Detroit, MI 48210. For copies, call (313) 842-6262.

*The Union Steward's Complete Guide*, edited by David Prosten. Union Communication Services, 1633 Connecticut Avenue, N.W., Suite 300, Washington, DC, 20009. For copies, call (800) 321-2545 or visit [www.unionist.com](http://www.unionist.com).