



# Steward RELEASE TIME

## Article 2

Union Representatives and  
Activities

ASEA Policy 9.00.000

Stewards



## What Is Steward Release Time?



Paid time that a steward may use to perform representational duties during regular work hours without loss of pay

## What Is Steward Release Time?



Stewards shall suffer no loss in compensation for time spent handling complaints and grievances for up to nine (9) hours per month.

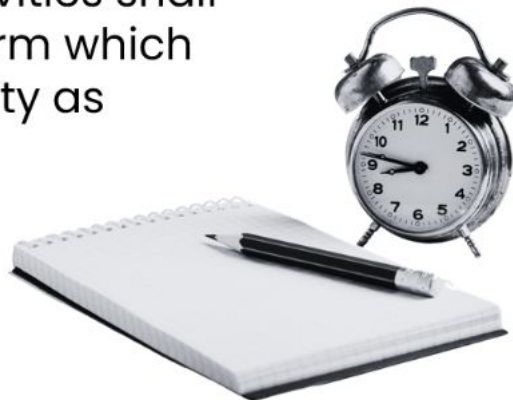


Stewards shall be allowed to handle personnel issues, complaints and grievances during working hours

**Stewards are allowed up to nine (9) hours of Steward Release Time per month - no rollover**

## *Steward Release Form*

All time spent in such activities shall be recorded on a State form which clearly identifies the activity as release time



## Quick Tips

- Alaska.gov → Search “Steward Release Form”
- Complete form and minimize member’s details
  - Representation for a member
- Seek pre-approval from Supervisor
- Perform Steward Duties
- Send a copy to ASEA
- Attach to timesheet
  - Code 102

## Important Note

“Hours worked” includes all time the employee is required to be on duty or permitted to work for the employer’s benefit.

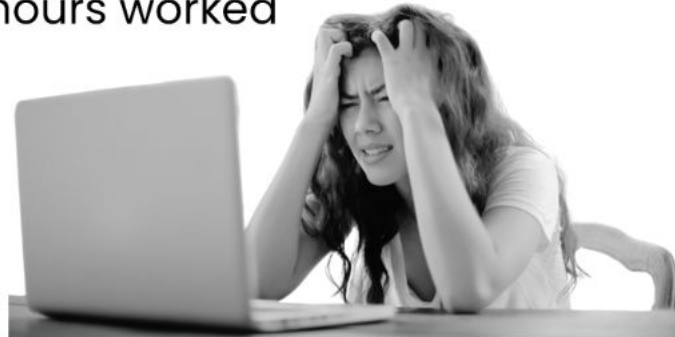
Release time is not counted as hours worked



## Important Note

Overtime eligible bargaining unit members who regularly work a 37:30-hour workweek shall receive overtime for hours worked

Article 22.02.B



## Discussion

**Release time:** because even superheroes need paid time to save the day!





# Steward TRAINING

## Steward Training - CBA

### **1st Contract Year**

Stewards are allowed up to fifteen (15) hours for steward training

### **2nd & 3rd Contract Year**

Stewards who were stewards in year one shall be allowed up to four (4) hours for continued steward training

### **New Stewards**

New stewards in years 2 and 3  
15 hours in their 1st contract year &  
4 hours for succeeding years

### **Release Time**

All time for steward training shall be deducted from the nine (9) hours per month of steward time  
3:30 hr minimum

# Steward Training - Policies

<b>Fall &amp; Spring Training</b>	<b>Training Notice</b>	<b>Request for Absence</b>	<b>Business Leave</b>
Twice annually Mandatory training	45-day notice requirement Save the Date	ASEA will provide a request for absence memo to stewards Guidance for release time	Union leave bank to cover time loss from regular work hours Code 187

## Release and/or Leave



What hours can be claimed as release and/or business leave and what is the difference?

Release time may only be used for assisting members with personnel issues, handling grievances or complaints, and attending steward training.

Business leave applies when you are performing steward duties but have exhausted your release time, or when participating in a union-approved activity that is not covered under release time.

# Calculate

- Training hours: 8:30 am- 4:30 pm
- 1st training in 1st year
- 2nd training in 1st year
- What happens if you used 3 hours of release time in the same month as training?



# Why is this so confusing?

- 2 trainings
- monthly allocation
- annual training allocation
- regular work hours
- which form to use
- does not apply to time off from work (RDO)



## Factors to Consider



- Contract Year (July 1 – June 30)
- 1st or 2nd training of the year
- Allocated hours used
  - Annual training
  - Monthly – release time
- Release time applicable?
- If no – Business leave

## Calculate

- Training: March 25, 2027
- 8:00 – 12:00 noon
- Work hours: 8:00 am – 4:30 pm
- 2 hours of release used for pre-d on March 2<sup>nd</sup>
- Attended the 4 hours steward training in October 2026
- Release time?
- Business Leave?



# Steward Training Calculator

[ASEA/AFSCME Local 52 - March 2025](#)  
[ASEA Steward Leave Calculator](#)

FYI: The steward leave and release Calculator will be updated prior to each steward training.

## Discussion

What happens if:

- You have used all of your release time for the month and need to represent a member?
- Your supervisor allows you to do steward tasks during work hours?
- Can steward release time be used to communicate union related news to members in the workplace?



# Takeaways

✓  
No time loss for handling steward duties per CBA

✓  
Guidance for release time and business leave provided

✓  
Use the steward release time calculator

# Steward Information

## **Term of Office**

3-year term of office

Expires 3 months after the expiration of the current CBA

Request Reappointment

## **Chief Steward**

Elected by the chapter's stewards

Chapters with only one steward are automatically the chief steward

## **Grievance Review Committee**

For experience stewards - 2 or more years as a steward

GRC Training is mandatory to serve on the GRC

## **Super Seniority**

After 6 months as a steward

Last to be laid off

