

# NORTH CENTRAL STATES REGIONAL COUNCIL OF CARPENTERS

## UNIFORM CARPENTER/MILLWRIGHT REFERRAL/HIRING HALL RULES

1. To be eligible for a referral on Book 1, an applicant must have worked one year out of the last four under a Regional Council working agreement, reside within the normal labor market for the Council's applicable Area Agreement, have worked at the trade for four years and must have attained the level of journeyman by the Regional Council or its predecessor organizations. There shall be no discrimination in referrals on the basis of union membership or protected class under the laws of the United States and any state in which a referral is made.
2. Book 2 shall consist of all persons who have worked and reside within the normal labor markets of the Regional Council, worked one year out of the last four under a Regional Council working agreement, have four years' experience at the trade and have attained the level of journeyman by the Regional Council or its predecessor organizations.
3. Book 3 shall consist of all persons who have worked one year out of the last four under a UBC working agreement, are available for work within the geographical area of the Regional Council, have four years' experience at the trade and have attained the level of journeyman by the UBC or its affiliated organizations.
4. Book 4 shall consist of all persons who have worked and reside within the normal labor markets of the Regional Council and have four years' experience at the trade.
5. Book 1 and Book 2 applicants are allowed to solicit jobs from employers provided the employer is signatory or bound to a collective bargaining agreement with the Regional Council. Solicitation and call-backs may be limited based on such applicants having worked for the employer for some specified period of time based upon craft or area referral practices and collective bargaining agreement provisions. Applicants accepting employment or soliciting employment under this section must check in with the local representative in order to accept a position under this section.
6. To be eligible for a referral, an applicant must have completed a referral application, be unemployed and available for employment.
7. Referrals shall be referred in this order; from Book 1, Book 2, Book 3, and then Book 4. Within each book, applicants shall be referred based upon the date on which they have registered for referral, provided they have the qualifications and experience necessary for the job assignment. Referring representatives shall also take into consideration the proximity of the applicant's residence to the job site.
8. Applicants must register by timely contacting the Union's designated referral office or referral provider and updating any changes in contact information. The referral list shall only be administered by persons designated by the Executive Secretary-Treasurer.
9. All applicants meeting the following criteria shall be removed from the referral lists:
  - a. Applicants referred to a job lasting five consecutive working days or more than 40 hours.
  - b. Failure to register each 30 days, as scheduled by the Referral Office.
  - c. Failure to report that he/she is working.
  - d. Failure to report to a job call to which the applicant was dispatched without adequate excuse reported to the Union. The EST or the EST's designee may prohibit an applicant from being placed on the out of work list for 30 days if the applicant has repeatedly or habitually failed to report to job calls to which he/she was dispatched.
  - e. Members who have been called for referral three times without responding to the Union.

- f. Failure to keep current on local union dues and working dues, or in the instance of non-members, failure to tender an amount equivalent to the cost of the Union's operation of such referral system as an administrative charge to offset the cost of the Union's referral service.
10. Referrals shall be made within each Book, as applicable above, on the basis of skills, experience, location of member's residence, and other reasonable criteria set forth by the employer as may be permissible under the applicable collective bargaining agreement. Retired applicants receiving a pension will be referred only after Book 1 is depleted of non-retired applicants. At the discretion of the EST or his/her designee, applicants not on the out of work list may be referred on the basis of specialized skills or experience requested by the employer.
11. Apprentices shall be referred in accordance with these referral rules as such rules are applied to journey level workers. Apprentices will maintain their place on the list while attending training. The EST or the EST's designee shall have discretion to allow direct entry of apprentices and hiring of apprentices through designated recruitment programs or pre-apprenticeship programs. Apprentices shall be referred in compliance with the applicable Apprenticeship Standards.
12. If an applicant referred to work has a positive result or refusal pursuant to the drug testing policy under any of the Regional Council's collective bargaining agreements, the applicant will be removed from the list, and will be eligible to return to the out of work list and solicit his/her work only if he/she seeks counseling from an EAP Program approved by the Regional Council, or follows such other procedures required by a drug testing policy adopted under a Regional Council collective bargaining agreement. Applicants may be required to provide evidence that he/she utilized the referral to the EAP and/or met employer required counseling prior to placement on the out of work list and regaining the ability to solicit his/her work. Applicants removed from the list or seeking placement on the list after having been removed under this section may appeal to the EST within 10 days of any action under this section. Applicants removed from the list under this article shall not be discriminated against on the basis of any disability or any other protected class. This section shall be implemented in compliance with all applicable federal and state laws.
13. These rules may be implemented by personnel authorized and assigned by the EST of the Regional Council and may include, at the EST's discretion and upon notice to those on the ready-to-work list, the implementation of the Dispatch system, or comparable automated referral system.