

WESTERN STATES REGIONAL COUNCIL OF CARPENTERS

The following procedures have been adopted as Standing Orders by the Western States Regional Council of Carpenters' Executive Committee and are placed in effect within the jurisdiction of the Western States Regional Council of Carpenters.

In accordance with Western States Regional Council Bylaws, Sections 10 & 33, beginning January 1, 2007, all job dispatching for appropriate Local Unions shall be performed in the following manner.

Regional Council Representatives (hereafter referred to as "Dispatchers") are required to follow these procedures and have no authority to change any of these procedures. These procedures comply with the terms of the written Master Labor Agreements with the Employer Associations and Employers that are engaged in the construction and mill and cabinet industry but are not members of such Associations.

THE READY-TO-WORK LIST AND REGISTRATION

1. The Regional Council shall maintain one ready-to-work list of registrants for each of the geographic or trade areas in the Regional Council's jurisdiction, which shall be kept current from day to day. Referrals to jobs will be nondiscriminatory and will not be based on, or in any way affected by, race, gender, national origin, religion, sexual orientation, or lawful union-related activity.
2. Any QUALIFIED worker is eligible to sign one ready-to-work list. A worker shall be considered qualified if they are a worker who has paid their required fee(s) and is in good standing with an affiliated Local Union or have paid appropriate hiring hall service fees, provided further that:

Any worker coming into the jurisdiction of the Western States Regional Council of Carpenters will present their proper credentials to the Western States Regional Council of Carpenters or the appropriate Local Union of jurisdiction. Such credentials shall include but are not limited to:

- a. A paid-up Journeyman Dues Card issued by a UBC Affiliated Local Union.
- b. A worker who has completed a Federal or State approved apprenticeship training program.
- c. A worker who has previously been employed as a journeyman and has had qualifying practical working experience within the industry.
- d. A worker who does not belong to any of the above situations and has passed a review conducted by the appropriate authority.
- e. All state and/or federal indentured registered apprentices shall be considered qualified in their respective craft.

- f. Nevada Statute (NRS 618) requires all construction workers to have a valid OSHA 10 or OSHA 30 certification.
 - g. All other people who do not meet any of the above qualifications and wish to work as a pre-apprentice.
 - h. When an applicant comes into the local union hall with a letter of request from a signatory Contractor, the applicant will need to be on the out-of-work list to receive a dispatch. In order for the applicant to be placed on the ready-to-work list, the applicant has the option to become a member of the Local Union and pay the initiation fees that are set in the bylaws by the Council. If the applicant wants to be placed on the ready-to-work list and remain as a non-member, he/she will have to pay a quarterly service fee equivalent to seventy-five percent (75%) of the current area Master Labor Agreement's journeyman supplemental dues multiplied by one- hundred and sixty (160) hours (one month's work hours) times three (3)(three months/quarter) for use of the hiring hall to receive a dispatch. All hiring hall applicants will be interviewed by appointment only.
3. **Carpenter Work:** For all Carpenter jobs (including all Carpenter, Interior Systems, Certified Welding, and other Specialty Scopes not specifically identified below), the Regional Council dispatches by the appropriate work preference/scope. Only workers who have registered on the Carpenter ready-to-work list will be eligible to be dispatched. To be eligible to register for Journeyman Carpenter work, the worker must have verifiable work experience as a Journeyman in the appropriate specialty or have completed the carpenter apprenticeship training in the appropriate specialty at one of the Carpenters Training Centers, and/or must have all certifications specifically noted in the dispatch request or required under the applicable Area Master Agreement. The worker must state which area or areas the worker is willing to work in.
 4. **Trade Show Work:** For all Trade Show work, the Regional Council dispatches by scope of work/work preferences. To be eligible to register for Trade Show work, the worker must have verifiable work experience as a Trade Show carpenter or have successfully completed a Trade Show certification at one of the Carpenters Training Centers and have the 'Will Work Tradeshow' preference, except that in the States of Washington and Oregon anyone who accepts a job which lasts less than forty (40) hours may be put back on the list at his or her previous spot by calling their Local Union during normal business hours during the work week in which the job that he or she was dispatched to ended. Notwithstanding any other provision in these procedures, there shall be no restores. Once dispatched, anyone wishing to place their name back on the ready-to-work list shall be placed at the bottom of the appropriate list in the order received.
 5. A Worker can register anytime over the phone or online through their member Union Impact account online. Only the classification or classifications stated by the worker will appear on the ready-to-work list.

A Dispatcher shall have the right to question the worker's qualifications as to a particular classification if, in the past, the worker's record indicates that he or she is not competent and skilled in the classification needed by the Employer. The Regional Council or the appropriate Local Union has the right to verify the worker's qualifications, request information regarding past employment, or request the worker's references

to confirm any prior employment, licenses, or certificates listed by an applicant. If an applicant's representations are challenged the applicant will be notified in writing, which shall have (5) five business days from receipt to respond to the Dispatcher with and relevant information they wish to submit. Any applicant who remains aggrieved by a final decision of the Dispatcher may file a complaint as provided in the General Information and Requirements, Section 12.

The Qualified worker must be UNEMPLOYED, READY, ABLE, AND WILLING TO WORK at the time he or she joins the ready-to-work list.

6. A registered worker shall be removed from his or her position on the ready-to-worklist only for one the following reasons:
 - a. Failure to roll call during the designated period required by the Regional Council.
 - b. The worker has been dispatched to a job.
 - c. The worker has been dispatched to a job and rejected by an employer for reasons including, but not limited to, not reporting at the stated start time, reporting without proper tools, reporting to work in an unfit condition to perform the work, or failing to provide the employer with the proper credentials.
 - d. The worker has been dispatched to a job and fails to report to the job.
 1. A worker who fails to report after accepting the dispatch is subject to a fine of a day's wages at the dispatch rate. The worker may appeal this fine in writing to the Western States Regional Council.
 - e. The worker is registered on the ready-to-work list of another Council or Local Union.
 - f. A worker registered on the ready-to-work list and discovered to be employed may be removed from the ready-to-work list by the Regional Council Representative substantiating the worker's employment.
 - g. A worker will be placed at the bottom of the ready-to-work list after declining three (3) work opportunities.

Dispatching of Apprentices & Pre-Apprentices

1. A properly credentialed apprentice or pre-apprentice may obtain his or her own job at any time during the course of the apprentice's training period, except on restricted job sites.
2. The Regional Council dispatches from the appropriate Apprentice ready-to-work list for all Apprentice job calls. Only workers who have registered on one of the Apprentice ready-to-work lists will be eligible to be dispatched.

To be eligible to register for one of the Apprentice ready-to-work lists, the worker must be currently registered in a recognized apprenticeship training program at one of the Carpenters Training Centers.

3. Upon the appropriate job request from the contractor, the Dispatcher must dispatch an apprentice or pre-apprentice regardless of what position he or she holds on the out-of-work list and regardless of which Local Union the apprentice may belong to.

Procedures for Dispatching from the Ready-To-Work List

1. Except for workers who are dispatched under a proper request, all jobs should be dispatched under a daily rotation system by classification. Each day's job dispatching must start at the top of the **DAILY DISPATCH** List. Workers wishing to be eligible for the daily dispatch must place themselves on the Daily Dispatch List by calling a telephone number provided for that purpose each day between the hours of seven (7:00) am and two (2:00) pm Monday through Friday.
2. The dispatching by rotation shall apply to each work classification as specified by the worker.
3. Work referrals shall be issued off the top of the list in numerical order until that job classification is filled. This procedure must be followed until all the work orders are filled for the day during proper dispatching hours. These procedures will then be repeated each day.
4. The Regional Council shall establish regular hours in which the dispatching shall be held. Work Referrals begin at 3:00 pm, and no dispatching from the out-of-work list on a rotation basis shall be made other than during regular dispatching hours. In emergency cases, a worker may be dispatched other than at regular hours if the employer specifies that such an emergency exists.
5. A worker who has been properly requested shall be dispatched anytime during the Regional Council's regular hours. If the Dispatcher cannot determine if the request is proper, then it will be the worker's responsibility to have the employer present to the Regional Council or the appropriate Local Union the proper documents or proof for such employment request prior to dispatching the worker to the Contractor.
6. Employees transferred to new job sites shall have such information forwarded to the Regional Council by the Contractor for the issuance of new work referrals.

Alternate Methods of Dispatching

An Alternate Method for dispatch outside of the normal rotational numerical order of the dispatch list is only sanctioned for documented proper requests as follows:

1. A Signatory Contractor may request any member in financial good standing with the Union who is on the ready-to-work list by name.

2. A Contractor may make a special request for a worker with a particular skill, qualification, certification, or credentialed experience, in which case the dispatch will be confined by numerical order within such skill, qualification, certification, or credential.
3. In trying to meet a contractual requirement, a Contractor may request a worker within an identifiable group, in which case the dispatch will be confined by numerical order within that group.

Dispatching Policy – General Information & Requirements

1. Ready-To-Work List

Workers wishing to join a ready-to-work list may do so by calling the telephone number provided for that purpose or through their online Union Impact member account. When a worker registers on the ready-to-work list, the worker must supply a telephone number and/or email where he or she can be reached between the hours of 3:00 p.m. to 6:00 p.m. or until all open work orders for Carpenters are filled and dispatched Monday through Friday inclusive. The worker may also provide a secondary number if desired.

2. Roll Call

To MAINTAIN ELIGIBILITY ON THE READY-TO-WORK LIST, a worker must call the telephone number provided for this purpose between 7:00 a.m. on Friday and 12:00 noon on Monday. Failure to call or register during the above-specified times will result in the worker's name being removed from the ready-to-work list. Any worker failing to roll call may be put back on the list at his or her previous spot ONE TIME PER CALENDAR YEAR and only one time per calendar year by calling their Local Union during normal business hours during the work week in which he or she was removed from the list.

3. Dispatch

1. To BE ELIGIBLE for dispatch from the Daily Dispatch list, a worker must call the telephone number provided or check in online through their Union Impact member account for that purpose between the hours of Seven (7:00) am and Two (2:00) pm daily (MONDAY through FRIDAY). A worker can remove his or her name from the Daily Dispatch list any time before dispatching begins by calling the telephone number provided.
2. Open work orders and job calls for workers shall be dispatched by telephone, text, or email from the ready-to-work list using the Regional Council's computerized dispatch system between the hours of 3:00 p.m. and 6:00 p.m. or until all open work orders for workers are filled and dispatched, Monday through Friday, inclusive. Every effort will be made to reach workers at the telephone number(s) provided, and a record shall be kept of all calls made and responses received. It shall be the worker's responsibility to keep the appropriate Local Union informed of his or her current telephone number.
3. No worker shall be refused registration or dispatch because of his or her lack of Union membership or good standing in the Union without proper notification if such worker is otherwise entitled to registration and dispatch.

4. Financial Good Standing in the Union shall be required as a condition of registration only for workers who are required to maintain membership of the Local Union as a condition of employment under the Master Labor Agreement. However, applications for the hiring hall and union membership with the payment of appropriate fees may be accepted for any worker who voluntarily desires to apply for membership, transfer, reinstatement, or referral.
5. A copy of every job referral slip will be sent electronically (by email or facsimile) to the employer. Referrals will only be mailed to employers on jobs that do not have the standard wage rate for the area. Referrals on jobs with the standard wage rate for the area will only be sent to the dispatched member upon request (electronically or by mail).
6. In order to be "available for work," the registering worker must be QUALIFIED, UNEMPLOYED, READY, ABLE, and WILLING to go to the job at the time required and perform the work for which he or she is being dispatched. When the Dispatcher determines that a worker who is next on the dispatch list cannot be referred because of refusal, unavailability, lack of required skills, or does not possess the qualifications requested the Dispatcher shall then refer the next applicant on the dispatch list who is willing, available, has the required skills and the requisite qualifications.
7. The Dispatcher shall dispatch by texting and emailing the worker on the dispatch list at the telephone number(s) and email provided; however, the worker must respond to the job offer personally and accept the dispatch himself or herself.
8. A Worker appointed as a Steward on a job site by a Regional Council Representative in accordance with the Bylaws of the Regional Council may be dispatched to a job as a Steward regardless of the worker's position on the ready-to-work list.
9. On a dispatch by rotation, the Dispatcher must note the name of the employer and the date of the dispatch using the Regional Council's computerized dispatch system. When a worker's name is taken off the list for the reason that the worker has failed to register during the appropriate time, the Regional Council's computerized dispatch system records that the worker has failed to register properly. The date and time of unsuccessful calls are recorded by the Dispatcher through the Regional Council's computerized system.
10. Workers employed but not properly dispatched by referral for work covered by this Agreement may be removed immediately at the request of the Union, in writing, to the Employer or their representative.
11. If any worker, regardless of Union membership or standing in the Union, questions the application of these rules in any manner regarding his or her registration or dispatch, the worker shall have the right to appeal to the Western States Regional Council of Carpenters for a review and a binding decision. The dispatcher will provide the worker with the contact information of a Western States Regional Council of Carpenters representative designated by the Regional Council Executive Secretary-Treasurer, where he or she can obtain a prompt review of the matter. The Dispatcher shall advise the worker that he or she is entitled to a prompt review with the designated Regional Council Representative. An aggrieved worker must file a written appeal no later than twelve months from when the alleged conflict occurred. A worker

shall be required to exhaust all remedies within the Regional Council by filing a written appeal for review with the Regional Council concerning any disputed conduct with the Dispatcher of the Regional Council. After receiving the Western States Regional Council's binding decision, an aggrieved applicant may file any unresolved complaint over the hiring hall procedures with the Independent Contractors Grievance and Arbitration Trust, who shall finally appoint a neutral arbitrator to resolve all such grievances.

12. In any case which may lead to a misunderstanding or dispute, the dispatcher shall immediately make complete notes on the facts upon which the decision was made regarding the involved worker.
13. If, during the course of dispatching registered workers from the ready-to-work list, it is discovered that a Dispatcher has made an error, such error will be immediately reported to a Regional Council Chief Operating Officer (COO). The COO will initiate the most fair and equitable solution possible for the welfare of all registered workers on the ready-to-work list.
14. Each Local Union shall post these Hiring Hall provisions relating to the dispatching procedures on its bulletin board.
15. The Regional Council or appropriate Local Union shall maintain for a period of at least (3) three years the following records:
 - a. All ready-to-work lists.
 - b. All job referral lists.
 - c. All job requests by employers.