



## Out of Work Rules & Procedures

1. The Eastern Millwright Regional Council (EMRC) will make available a non-exclusive and non-discriminatory Out-of Work List for those applicants seeking work in the Construction Industry.
  
2. Upon being laid-off or terminated from Union employment, all Millwrights may register on the Out-of Work list by contacting (EMRC MIX 2020) at **(800) 236-5113**, 24 hours a day, any day of the week. Those registering must have provided the (EMRC) WITH A SKILL, TRAINING AND GEOGRAPHICAL PREFERENCE FORM. For your convenience please have your member information and pin number available.
  
3. To be eligible for dispatch applicants must:
  - Be unemployed and available for employment at all times
  - Be currently registered on the Out-of-Work List.
  - Meet the minimum training skills qualification requirements as per the request.
  - Applicants shall provide the EMRC a current active phone number and must be available for contact between the hours of 7:00 a.m. to 10:00 a.m. and 3:00 p.m. to 5:00 p.m. Monday through Friday. In the event an applicant cannot be contacted during these specified time periods, the EMRC will contact the next available applicant, meeting the request specification. Also, each applicant must have a touch-tone phone, traditional ring tones (no music) and no caller-ID block.
  
4. Dispatch to requesting employers will be as follows:
  - In Chronological order based on the skill and/or training requested and the geographical preference of the applicant.
  - In chronological order and geographical preference of the applicant, if no skill and/or training are specified.
  - Specific request of an employer for a previously employed applicant. All dispatch shall be made a non-discriminatory fashion, and shall not be based on race, color, sex, creed or code.

5. Applicants may personally seek employment with any employer, signatory to an agreement with either the EMRC or the United Brotherhood of Carpenters & Joiners of America. Each applicant is responsible to notify their Local Union, of the contractor's identification, location of the job-site and the date of employment, within two (2) business days, when employment is personally acquired. Any applicant, who fails to comply with this provision, shall be removed and restricted from placement on the Out-of-Work list for a period no less than thirty (30) days after the employment in question ends.

Furthermore, any member registered on the Out-of-Work list and is currently working for any UBC affiliate or EMRC Signatory Contractor will be immediately removed from the Out-of-Work list and restricted from placement on the Out-of-Work list for a period of thirty (30) days after his/her employment in question ends.

6. Applicants will be assigned a primary region based on where the applicant traditionally worked in the jurisdiction of the local where the applicant is a member. The applicant may select in order of preference (Rollover list) additional regions where they wish to actively seek employment in the jurisdiction of the local union where they are a member. In addition to the primary and rollover list the EMRC will make available and maintain a list of Out-of-Work members who select to actively seek work in the jurisdiction of the Regional Council outside the Primary and Rollover list selections. Applicants from the Rollover list/lists will be eligible for dispatch after all applicants on the Primary list have been contacted or dispatched.
7. Prior to a Union member beginning work, even if he or she has personally acquired that work in the construction industry, he/she must sign a dues authorization or make other arrangements for payment of working dues.
8. The EMRC may dispatch applicants, who possess the skills and/or training requested, as Steward regardless of their chronological location on the Out-of-Work List. Identification and designation of Stewards shall be at the discretion of the EMRC Executive Secretary Treasurer or his designee.
9. An applicant who refused dispatch on three (3) calls for employment, within the skill, training and primary geographical location, shall be moved to the bottom of the "Out-of-Work List".
10. If and when an applicant obtains employment and the duration of said employment is less than forty (40) hours, due to no fault of the employee, the dispatched applicant shall retain his or her original chronological location on the Out-of-Work list by calling your local Union.

11. To effectively maintain the integrity of the Out-of-Work List, each registered applicant is required to notify the EMRC of their continued unemployment on a thirty (30) day basis from the anniversary date of the applicant's placement by calling into the MIX 2020.

Applicants who fail to follow this procedure shall be removed from the Out-of-Work List and will be subjected to placement as specified in section (2) above.

12. It is the responsibility of each applicant to register promptly and to keep the information on application current and up to date. Each applicant must update his or her skills data sheet upon completion of any additional training or certification program.
13. The employer retains the right to reject any applicant dispatched by the Union. However, the rejected applicant shall retain the position held on the Out-of-Work list at the time of dispatch.
14. If an applicant is terminated and/or rejected by two employers for lack of skill, this skill will be removed from the applicant's record until the applicant showed proof that he or she has successfully obtained training to qualify this particular skill.
15. To avoid applicant placing their name on the out of work prior to lay-off, the applicant must register on the out of work list no sooner than the day following the applicant formal lay-off. Violation of the above will result in the applicant's immediate removal from the Out of Work List and restricted from registration on the list for five (5) days.
16. In the event that the EMRC is informed that an applicant has failed a drug test and said applicant is registered on the Out-of-Work List, the applicant will not be referred to employment until such time as the applicant submits to the EMRC a drug test report from a SAMAH certified independent testing laboratory with a negative result.

A second occurrence for positive test results for illegal drugs or prescription drugs without a valid prescription will result in the participant not being eligible for referral to employment for thirty days after he or she has obtained a drug test report from a laboratory with a negative result. A third occurrence will result in the participant not being eligible for referral to employment for sixty days and internal union disciplinary action.

17. The Executive Secretary-Treasurer, or his designee, shall administer the Out-of-Work List and is authorized to exercise his or her own discretion in any event a decision must be made on any administrative or procedural question that may arise in a particular situation that is not specifically provided for in the above language.