

OUT OF WORK LIST AND REFERRAL RULES

The following is an outline of the REFERRAL PROCEDURES OF THE EMPIRE STATE REGIONAL COUNCIL OF CARPENTERS. For complete rules please refer to the pamphlet.

- 1. An applicant is expected to be ready, willing, and able to go to work when called upon to do so in order to be on the out of work list.**
- 2. An applicant MUST COME IN TO UNION HALL IN PERSON and sign the out of work list card in order to be placed on out of work list----NO EXCEPTIONS---**
- 3. An applicant is expected to be home and/or supply the correct cell/pager number to be contacted for work.**
- 4. An applicant has 10 minutes to respond to a call for work before dispatcher offers the job to another applicant.**
- 5. An applicant must accept the job personally; it cannot be accepted for them by anyone else.**
- 6. An applicant is obligated to contact the dispatcher upon soliciting a job themselves, being called to work by another local, or whenever a Council Rep. has sent them to work. Failure to do so will result in your being removed from the out of work list.**
- 7. An applicant is obligated to come into the hall upon layoff regardless of the number of days you have worked and re-register for the out of work list in person. If you do not come in the day you are laid off, the count will continue until you do come in.**
- 8. Once an applicant accumulates 15 days worth of work, they will be automatically removed from the out of work list.**
- 9. Any applicant refusing work 3 times will be automatically moved to the bottom of the list. --- NO EXCEPTIONS.**
- 10. Any applicant NOT responding to a dispatch call within the ten minute respond period, will automatically be removed from the out of work list after three (3) missed phone calls.**
- 11. All applicants for referral must re-sign their referral application every 30 days. It is the applicant's responsibility to keep track of their time on the out of work list.**

12. If an applicant fails to re-sign by the 30th day, they will automatically be removed from the list for failure to do so. If the applicant would like to be placed back on the work list, they must come to the hall in person and fill out another card.

13. If an applicant starts a job and has been laid off and has not accumulated 15 days of work yet, they will remain on the out of work list in respectively the same spot they were in once they started the job. Again, you must come in upon lay-off and re-sign in person. (The list may move down as a result of others being removed from the list or going to work.)

AGAIN THIS IS A SHORTENED VERSION; PLEASE REFER TO THE PAMPHLET FOR THE COMPLETE RULES FOR THE EMPIRE STATE REGIONAL COUNCIL OF CARPENTERS OUT OF WORK LIST.