

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 in order to be on the out-of-work list.
2. An applicant must come to the union hall in person and sign themselves on the out-of-work list – **no exceptions- and must provide their UBC # where indicated on the card (NOT SS#).**
3. An applicant is expected to be home and/or supply the correct cell/pager phone number to be contacted for work.
4. An applicant has 10 minutes to respond to a call for work before the dispatcher offers the job to another applicant.
5. The applicant must accept the job personally, it cannot be accepted by anyone else for them.
6. An applicant is obligated to contact the dispatcher upon soliciting a job themselves that was not dispatched from the union hall. Non-compliance could result in your name being removed from the out-of-work list.
7. **An applicant is obligated to come into the union hall upon lay-off or leaving a job for any reason and re-register for the out-of-work list in person, each and every time. The job workday count does not stop until you do so, regardless of how many days you worked**
8. Any applicant refusing 3 consecutive referrals shall have his/her name moved to the bottom of the out-of-work list.
9. Once an applicant accumulates 15 workdays, his/her name will be automatically removed from the list.
10. Any applicant not responding to a dispatch call may be removed from the out-of-work list after 3 tries.
11. **All applicants for referral must re-sign their referral application every 30 days from the last sign-in day.** A reminder letter will be mailed, as a courtesy, 23 days after you sign the out-of-work list telling you when and how you need to resign. The union hall is not responsible for any delay in delivery by the post office. You must re-sign within 30 days regardless of receiving this reminder. **It is your responsibility to keep track of your days on the out-out-work list.**
12. If an applicant fails to re-sign by the 30th day, he/she will be removed from the list and must come in, in person, to sign the out-of-work list.
13. If an applicant starts a job and has not accumulated 15 days of work and his/her 30 day re-sign is due, they must still resign in order to keep their place on the out of work list. Failure to do so will result in the removal of your name from the list.