

798

Handbook

Pipeliners Local Union 798



March 23, 2017

PIPELINERS LOCAL UNION 798

HANDBOOK FOR MEMBERS AND JOB STEWARDS

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INTRODUCTION

This Handbook is intended to be a useful tool for all Local 798 Members. It includes important contact information for representatives of Local 798, the Pipeline Industry Benefit Fund and The Pipeliners Local 798 Training Center. It also provides information about membership, change in trade classifications, dues and working assessments, fringe benefits, the National Pipe Line Agreement and other topics of interest.

Please note that this document will be updated periodically on the Local 798 website. We encourage each Member to check the website regularly for updates.

ELECTED OFFICERS OF PIPELINERS LOCAL UNION 798

The officers of Pipeliners Local Union 798 consist of President; Vice President; Recording Secretary; Business Manager; Financial Secretary-Treasurer; Inside Guard; an Executive Board of five (5) Members including the Vice President; three (3) Finance Committee Members; and two (2) Examining Board Members.

All Officers are elected by secret ballot every three years per the United Association Constitution. A Member must be in good standing with the Local for two years to be considered eligible to run for office and one year to be considered eligible to vote. Your eligibility to be nominated for office or to vote will be affected if you owe or have paid a reinstatement fee prior to the election. The specific rules for Local Union elections are set forth in the UA Constitution and the Local 798 Constitution and By-Laws.

1. The President presides at all meetings and enforces law and order in those meetings. He is ex-officio over all committees.
2. The Vice President is chairman and a voting Member of the Executive Board.
3. The Recording Secretary maintains correct and intelligent records of the business transacted at the regular membership meetings and during the Executive Board meetings.
4. The Business Manager handles the daily affairs and business operations of the Local Union. He is in constant contact with the Members, employers, public, and is the trustee of the welfare of the Members of the Local Union.
5. The Financial Secretary-Treasurer maintains a correct account of the financial standing of all Members of the Local Union. He is also responsible for paying all bills and for accounting for all monies received or disbursed by the Local Union.
6. The Inside Guard is responsible for maintaining order and security at both the Executive Board meetings and the regular membership meetings.
7. The Executive Board acts as a trial board for all internal union charges referred to trial. It is also empowered to transact business referred to it by the Local Union, or duties referred to it by the duly elected Local Union officers.
8. The Finance Committee examines the Local's bank records and bank accounts and counts all money in the possession of the Financial Secretary-Treasurer.

9. The Examining Board reviews the membership records of new initiates, transfers, and classification changes approved by the Business Manager to ensure that all the qualification requirements have been met.

PIPELINERS LOCAL UNION 798 **BUSINESS AGENTS AND ORGANIZERS**

Pipeliners Local Union 798 Business Agents are the connection between the union and our signatory contractors. Business Agents also serve as the primary contact for Job Stewards regarding contractual issues. The Business Agents and the States for which they have responsibility are as follows:

1. Chad Gilbert E-mail: chad@local798.org Office phone: 918-270-2736
Arizona, Colorado, Nevada, New Mexico, Utah, and Wyoming
2. Chris Lancaster E-mail: chrisl@local798.org Office phone: 918-270-6735
Kentucky, North Carolina, South Carolina, and Tennessee
3. Black Schroeder E-mail: black798@msn.org Office phone: 918-270-6743
Texas
4. David Butterworth E-mail: butterworth@local798.org Office phone: 918-270-6745
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire,
New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia
5. Darrell Turner E-mail: darrellt@local798.org Office phone: 918-270-6737
Alabama, Florida, Georgia, Louisiana, and Mississippi
6. Phillip Wallace E-mail: phillip@local798.org Office phone: 918-270-6738
Arkansas, Kansas, Minnesota, Montana, Missouri, Nebraska, North Dakota
Oklahoma, South Dakota, and Iowa
7. Charles Yates, Jr E-mail: charles@local798.org Office phone: 918-270-6746
Indiana, Michigan and Ohio

If at any time we may be of assistance to you, please feel free to contact the Business Agent of the state in which you reside. If a question arises on a job on which you are currently working, please follow the proper chain of command by consulting the Welder Foreman, Job Steward, and Business Agent of the state you are working in, and lastly the Business Manager. (Issues involving a grievance arising under the National Pipe Line Agreement (“NPLA”) are to be handled in accordance with the procedures set forth in the NPLA.

Pipeliners Local Union 798 Organizers serve the Local by recruiting contractors and dedicated workers to join our union. Pipeliners Local Union 798 Organizers can be reached as follows:

- | | | |
|--------------------|--|--------------------|
| 1. Ronnie Hill | E-mail: ronnie@local798.org | Cell: 918-284-6872 |
| 2. Justin Hornback | E-mail: justin@local798.org | Cell: 918-219-3185 |
| 3. Terry Langley | E-mail: terry@local798.org | Cell: 918-606-5543 |

PIPELINERS LOCAL UNION 798 OFFICE STAFF

Faith Ashby	<i>Dispatch</i>
Dwayne Base	<i>Maintenance Manager</i>
Cathy Blackmore	<i>Dispatch</i>
Jordan Brasiola	<i>Voluntary Fund</i>
Jaimee Grisham	<i>Working Dues</i>
Josalyn Johnson	<i>Office Manager</i>
Ricky Jones	<i>Dispatcher</i>
Shelia Ledbetter	<i>Membership</i>
Tracy Lee	<i>Accounting</i>
Rebecca Mages	<i>Membership/Voluntary Fund</i>
Cindy Martin	<i>Working Dues</i>
Mark Parks	<i>I.T. Manager</i>
Julie Roe	<i>Receptionist</i>
Liz Rogers	<i>Monthly Dues</i>
Jennifer Sanders-Musick	<i>Dispatch</i>
Amber Vreeland	<i>Working Dues/Blue Light/Burial Benefit</i>
Brad Walker	<i>Action Network/Print Production Manager</i>

Phone Numbers

Local 798 Membership Business	918-622-1900
Local 798 Membership Business Fax	918-627-9327
Dispatch Office	918-610-2761
Dispatch Office Fax	918-610-2740
To Place yourself on the Out-of-Work List	918-663-3200
Find your position on the Out-of-Work List	918-610-2746
Job Line (available M-F, 6:00 pm to 7:00 am Central time)	918-610-2745
Pipeline Industry Benefit Fund	918-280-4800
798 Training Center (Welding School)	918-622-0210

LOCAL 798 WEBSITE

The Local 798 Website is designed to allow Members to find important information quickly and easily. When on the homepage at www.local798.org, the most current information is placed under

the Local 798 News section in the middle of the page. There are numerous other pages to visit listed on the left-hand side of the screen.

- **Member's Only Login** – This page gives Members access to information relevant to their membership with Local 798. More information on the Member's Only Login area is provided below.
- **401(k) Login** – This link takes you to Trust Company of Oklahoma's website where you can log in and look at how your 401(k) is doing, and make changes.
- **Media Page** – This is where you will find Local 798 videos and other videos that we think are valuable to our Members.
- **Home** – Takes you back to the home page from wherever you are on the website.
- **Values** – Provides important information about Local 798.
- **Contact Us** – A map of our location is provided, as well as a form that allows anyone to ask questions and receive a response via email. This is also where you can submit something for Swap and Sell page.
- **Dispatch / Jobs** – This page allows you to look at the current Prejob List, Job's List, and a list of Frequently Asked Questions (FAQ) from the Dispatch Office.
- **Stewards Page & Forms** – Here you will find written Instructions to Job Stewards as well as Steward Pack Instructional Videos. This is also where the newest version of the Steward Pack is available to download.
- **Blue Light Online** – Anyone can view the current Blue Light Reports, as well as previous issues of the Blue Light Reports.
- **Apply for Membership** – A description of requirements of membership for Welders and Helpers is available. Anyone considering membership is encouraged to fill out an Application online. This creates an opportunity for membership only; it is not a guarantee of a job.
- **ABFCU Page** – Credit Union membership is available through Arkansas Best Federal Credit Union and this page outlines the basic advantages of being a Member, as well as articles of interest for anyone to read.
- **Swap & Sell** – Current items for sale or trade are available and are updated regularly. Anyone wishing to submit something for sell or trade can email a description of the item, with pricing and contact information to the hall at information@local798.org. Items will be placed on the website, and will also be featured in the Blue Light Reports Swap & Sell section.
- **Business Agents** – Here you will find the listing of all Business Agents, the areas they cover, their contact information, and their bios.
- **Organizers** – Here you will find a listing of all our Organizers, their contact information and their bios.
- **Local 798 Personnel** – This page lists the elected and appointed officers of Local Union 798 with their name and position within the organization.
- **Member's Page** – Frequently used numbers are available as well as forms for downloading. Forms such as: Change of phone or address, Out-of-Work Card, and Beneficiary Form are included.

- **Local 798 News Archive** – Previous bulletins and notices are available to view, along with frequently used phone numbers.
- **Contractors** – A list of all Contractors with whom we currently do work, along with their home office contact information.
- **Contract** – This page has all current contracts including the NPLA, current wages and fringes, Alcohol Misuse Abuse Policy, Substance Abuse Policy, etc. All are available to view and download.
- **Obituaries** – A listing of members who have passed away within the last several years, categorized by date/year of death.
- **Training** – A link to the Training Center website.
- **Local 798 Reports** – The most current reports from the Business Manager, Financial Secretary-Treasurer, and each Business Agent.
- **Voluntary Fund** - Information regarding the Voluntary Fund, including Voluntary Fund Contribution Card, Scholarship Programs, and Scholarship Recipients.
- **Suggestion Box** – Let us know how we can serve you better!
- **Merchandise Cart** – Purchase jackets, t-shirts, hats, and miscellaneous items that show off your Local 798 Pride!

Please take the time to become familiar with the Local 798 Website. We are constantly updating the site in order to serve our Members better!

Members' Only Login

1. As a Member, you are eligible to register for the Members' Only Login area of the Local 798 website. We encourage you to do so! Once registered, you can make changes to your address and phone records. (It is very important that Local 798 have your most recent and correct contact information on file at all times.) You may also view your work history and hours worked, see the amount of working assessments and organizing fees paid, find your dues paid-through date and past payments, check your position on the Out-Of-Work list if applicable, and you can also pay your monthly dues.
2. To register for the Members' Only area, go to the website at www.local798.org. Click on the Members' Only Login. Click on the "First Time Login Setup." Enter your email address, choose a password (a minimum of 7 characters total, with at least one Capital letter, one or more lower case letters, and one or more numbers or characters), enter your first name, last name, Book number (SSN no dashes), and a phone number currently on file with the Local (do not put a 1 in front on the phone number). Click to set up new account and wait for a response. You should receive a message that you were successful, or an error message. If you receive an error message, please try again, and if still unsuccessful contact the Local Union Business Office by phone at 918-622-1900 and we will help you get registered.
3. If you are a new initiate, you will need to use your social security number for the book number in order to register. Once you receive your permanent book number, you will need to begin logging into the Member's only website using the new book number. We will notify you by email when your membership card and permanent book number are being placed in the mail to you.

PIPELINERS LOCAL UNION 798 CELL PHONE APP

Local 798 now has a smartphone app where you can get information on the go. Download (search for Local 798) and install the app from the Apple app store if you have Apple iOS or from the Google Play Store if you have an Android. The cell phone app contains the following valuable information:

- **Home** – You will read what Local 798 is all about.
- **Apply for Membership** – Is where you can send anyone to apply for membership to Local 798.
- **Contracts** – Here you will find links to our contract documents.
- **Dispatch** – This is general information about the Dispatch department.
- **Prejobs** - Here you will find the Prejob list and the current jobs available on the Job Line. You will also be able to apply for jobs on the Job Line here.
- **Contact Us** – Here you will find the phone numbers for Local 798 and PIBF.
- **Members Login** – Here you can login to the Members' Only page.
- **Facebook** – Here you will find our Facebook posts.
- **Staff Information** – This page will list the names and email addresses for the Business Manager, Financial Secretary, Business Agents, and Organizers.
- **Blue Light Online** – You will find the last 2 years of the Blue Light Reports.

AMERICAN PIPELINE ACTION NETWORK

As a dedicated member of Local 798, our advocacy for pipeline projects is critical to bring our story to decision makers and the communities where we work. This is why we have created the **American Pipeline Action Network** in order to effectively advocate for critical infrastructure and expansion of pipelines across the country.

By using the Action Network, we can fight to spread the truth about the pipeline industry and influence elected officials and decision makers with a single and strong voice. Together we can create an energy future built on excellence. To join and begin taking action, go to www.action.local798.org.

BLUE LIGHT REPORTS

The Blue Light Reports is a bi-monthly publication that provides the membership with information on important topics of discussion. Articles submitted include reports from: the Business Manager, Financial Secretary-Treasurer, Business Agents, Organizers, the Dispatcher and PIBF. Other notices may be included such as general membership meeting notices, Steward School information, and scholarship information.

The *Short and Personal* pages provide an area for the membership to contribute to the publication. *Thank You* notes to the Voluntary Fund can be sent in for appreciation of donations. The *Swap 'n Sell* section provides an opportunity for Members to sell items of interest to other Members. *In Memoriam* makes available a list of Members who have passed on since the last publication.

All items submitted for publication in the Blue Light must be in writing. Please mail the submission to the hall, or email it to information@local798.org. Due to limited spacing, *Short & Personal* items are published as space permits. We try to print some in each category and will get to yours as soon as possible.

The Local 798 website has an area specifically called Blue Light Online. This area is open to anyone interested in viewing the current or previous issues of the Blue Light. Reports are available digitally for several back issues. The website also has a full list of Merchandise available to purchase, whereas the Blue Light Report only highlights a few products each issue.

LADIES OF 798

The Ladies of 798 is a 501(c)3 charitable organization that was officially chartered by the United Association in 2009 as an auxiliary organization of Pipeliners Local Union 798.

The organization consists of pipeline spouses of all union trades, who have banded together and are united like a family. They represent their organization with integrity, dedication, caring, and loyalty, and are committed to meeting the needs of pipeline families and surrounding communities by reaching across America with a spirit to serve. Their vision is to lend a helping hand to those in need, by assisting people to live healthier and happier lives through their investments in the communities they serve. The Ladies of 798 are always looking for ways to reach out to all pipeline families to show support, provide assistance, and seek ideas for helping others. Leaders of organization are always accepting new Members who want to be associated with the organization and who share the same vision in making this group successful.

The Ladies of 798 group is truly an asset to Pipeliners Local Union 798, and their good works are greatly appreciated! More information on the Ladies of 798 organization can be found on their website at www.ladiesof798.org.

MEMBERSHIP IN PIPELINERS LOCAL UNION 798

Initiation or Re-initiation into Pipeliners Local Union 798 Membership

To apply for new Membership or to reinitiate in Pipeliners Local Union 798 as a Helper or Welder, you must complete an application on our website at www.local798.org under the “Apply for Membership” tab. Once you have read the instructions, click on “Application,” complete the information and press submit.

Pipeliners Local Union 798 will only review applications when Members are needed for current or future work. Applications will be kept on file for 6 months, at which time the Applicant must reapply. Approved applicants will be notified and given information on how and where they can be hired. After working 80 hours, the Applicant must request an Application Request Form from the Job Steward. The completed Application Request Form must be sent to the Pipeliners Local Union 798 Office via fax (918-627-9327), email (information@local798.org), or mail (PO Box 470798, Tulsa, OK 74147-0798).

When Pipeliners Local Union receives, and verifies the information on the Application Request Form, an application packet will be mailed to the address provided by the Applicant. The Applicant has 45 days to complete and return the application packet. Only original applications are accepted. All photo copies or fax copies of an application packet will be refused. Application packets must be completed and signed by the Applicant only. This application is signing a pledge, and if any information is found to be false, it can be just cause for cancellation of the application.

The Initiation Fee for Helper membership is \$1,200.00, and the Initiation Fee for Welder membership is \$2,000.00. The Initiation Fee is payable in full, and Monthly Dues are also to be sent along with the completed application packet.

After completion of their first job, new Welder Members must contact the Pipeliners Local Union 798 Office to schedule a downhill welding test at the Training Center before they are eligible to go on the Out-of-Work list.

Membership Cards

New Members will be assigned a Member ID that will be listed on their Membership Card issued by the United Association. Once received from the UA, we will mail your new Membership Card to your home address. Membership Cards no longer require dues stamps, you will need to refer to your receipt to see which months you have paid. If you lose your Membership Card, you will need to contact our office at 918-622-1900 and request an affidavit to receive a duplicate Membership Card.

Transfer of Membership

All requests for transfer of membership to or from Local 798 should be directed to the Business Office.

Honorable Withdrawal

An Honorable Withdrawal card shall only be issued to Members who have been in continuous good standing for a least two (2) years immediately preceding the date of request for withdrawal. An Honorable Withdrawal Card Member shall not be entitled to receive any burial expense benefits. In addition, the Member will not have the right to vote or take part in the official affairs of the Union.

An Honorable Withdrawal Card Member may reinstate his or her membership in Local 798 in accordance with the procedures of the UA Constitution.

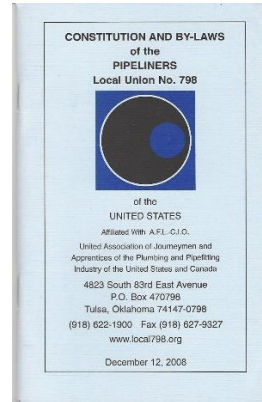
To apply for an Honorable Withdrawal, a Member must contact Local 798’s office; complete an application, turn in his or her current Membership Card and pay \$100.00 to start the withdrawal and \$100.00 every year thereafter. Note that there will not be a reminder notice sent.

To reinstate from an Honorable Withdrawal, an individual must contact the Local 798 office and pay the \$100.00 reinstatement fee.

Members on honorable withdrawal who commit any act detrimental to the United Association or its Local Unions (including working on pipeline work for a non-signatory contractor) are still subject to internal Union charges in accordance with the applicable procedures of the UA Constitution.

The UA Constitution and Pipeliners Local Union 798 Constitution and By-Laws

All new Members of Pipeliners Local Union 798 receive a copy of the United Association Constitution and the Pipeliners Local Union 798 Constitution and By-Laws. Copies of both documents are available upon request from the Local 798 Office.



CHANGE OF CLASSIFICATIONS AND/OR TRADE

Helper to Journeyman Welder

1. To schedule a downhill welding test, you must be in good standing with your membership dues paid through the current month, and you will be required to pay a \$100.00 test deposit to Local 798. This \$100.00 deposit will be applied toward a \$250.00 test fee when you show for your test date.
2. You will need to come to the Pipeliners Local Union Business Office two days prior to your scheduled test day and pay the \$150.00 test fee balance before going to the Welding School for your three practice tests.
3. Once the applicant passes the downhill welding test, the \$250.00 test fee will be applied toward the change of classification fee. The change of classification fee is the difference between the \$2000.00 Welder initiation fee, and the initiation fee paid for the Helper membership. In most cases, this is \$800.00.
4. You will need to turn in your current membership card to be returned to the UA before a new card can be issued.
5. Complete a new Out-of-Work card to be eligible to go on the Out-of-Work list.
6. If you fail the test, your \$250.00 test fee is forfeited and you must wait 30 days before you may schedule another test.

Helper to Journeyman Spacer

1. Request a packet from the 798 Office for change of classification from Helper to Journeyman. The packet will have a Letter of Request to be completed by the applicant, and five (5) Letters of Recommendation to be completed by Journeyman Welders or Spacers who have witnessed the applicant working as a Journeyman Spacer.
2. You must have worked 3,000 Helper hours in the last ten years
3. You must have worked 500 Journeyman hours in the pipe gang during the last two years that are recorded at Local 798's Office.
4. Once these requirements have been verified, your request will be reviewed by the Business Manager and Financial Secretary-Treasurer.
5. If approved, you must pay the difference between your Helper Initiation Fee and that of the current Journeyman initiation fee of \$2,000.00. In most cases the difference will be \$800.00. You must also turn in your current membership card, and will need to sign a copy of the Change of Classification policy.
6. You must complete a new Out-of-Work card with the new trade information.

Requests by Welders or Journeymen to change their classification back to Helper must be approved by the Business Manager and the Financial Secretary Treasurer.

MEMBERSHIP DUES, WORKING ASSESSMENT DUES & ORGANIZING DUES

Regular Monthly Membership Dues

All active and retired Members -- Journeymen Welders, Journeymen Spacers and Helpers -- must pay monthly dues in order to maintain membership in Local 798 and the United Association (UA). Failure to pay dues in a timely manner will result in a *Suspension* and an eventual *Expulsion* from the Local. The rules for suspension and expulsion from membership for non-payment of dues are set forth in the UA Constitution. Once a Member reaches 50 (fifty) years of continuous membership, he is no longer required to pay monthly dues. Contact the Pipeliners Local Union 798 office for specific monthly dues rates, or for more information about dues.

Suspension for Non-Payment of Monthly Dues

A Member owing more than three (3) months' dues will automatically be *Suspended* from membership and assessed a \$50 reinstatement fee. The Local makes every effort to notify Members of a potential suspension. Members are contacted by phone, email, and regular U.S. Mail. Ultimately, it is the Member's responsibility to keep track of his payments for monthly dues. Members should be aware that the UA Constitution does not require the Local to provide notice of a forthcoming suspension and the non-provision of such notice cannot and will not prevent an automatic suspension.

Once a Member is suspended, he cannot vote on any union business, and is no longer eligible for the UA Burial Benefit until his account is brought up to date. A suspended Member may return to good standing and his suspension be lifted immediately by the payment of all back dues through the current month together with the \$50 reinstatement fee. A Member must wait ninety (90) days from the date of payment of the \$50 reinstatement fee to be eligible once again for the UA Burial Benefit.

Expulsion for Non-Payment of Monthly Dues

Any Member who does not pay monthly dues for a period of six (6) months will be *Expelled*. The Local makes every effort to notify Members of a potential expulsion. Members are contacted by phone, email, and regular U.S. Mail. As stated above, however, the Local is not required to provide notice of a forthcoming expulsion and the non-provision of such notice will not prevent an automatic expulsion. If a Member is *Expelled*, he must pay a new initiation fee before reinitiating. Expelled Members who wish to reinitiate should contact the Pipeliners Local Union 798 office for details.

Ways to Pay Your Monthly Dues

Monthly dues can be paid online at www.local798.org via the Member's Only Login section, by mail, via phone, or in person at the Local 798 office in Tulsa, Oklahoma. We accept checks, money orders, and credit/debit card payments through the mail. We accept MasterCard, Visa,

Discover, or American Express debit or credit cards online and via phone. Cash is only accepted at the Local 798 office. Once you pay, a receipt will be mailed to you.

If paying online, once you click “submit”, a message should appear that says “Payment Successful.” A successful payment is posted to your Local 798 record *immediately*. If a message appears that says “Payment Processed,” you should verify that your payment was posted by checking your dues paid through date. If your payment was not posted, your payment was *not* successful. Unsuccessful payments can occur for a variety of reasons including a declined credit/debit card, and poor reception on your cell phone or laptop computer. Contact the Local 798 office immediately if you have questions regarding an online payment.

Working Dues & Organizing Dues

The Local 798 Constitution and By-Laws require each Member to pay Working Dues in addition to regular monthly dues. Working Dues are the equivalent of 3% of a Member’s gross wages. Members may choose to have Working Dues withheld from their paycheck while working for a signatory contractor on a Local 798 jobsite. To do this, a Member will need to sign a voluntary authorization form, which is provided on the job by the Steward. In the same manner, Organizing Dues consisting of \$0.50 per hour paid may be withheld from the paycheck. Working Dues and Organizing Dues that are withheld from a Member’s paycheck are remitted by the Contractor to Local 798 while the Member is working on a Local 798 job. Remittance from the Contractor is required within 30 days of the work week. Please allow at least 40 days for information to be added to a Member’s work history.

Working Dues and Organizing Dues are tax deductible for the Member. An ongoing statement of dues remitted can be found on the Local 798 website in the Members Only section. A yearly statement will be e-mailed, or sent by regular mail when requested after February 15th the following year.

CHARGES

Trials and Penalties

Under the UA Constitution, when a Member breaks his obligation to the United Association or to the Local Union, charges may be brought against him by any Member of the United Association in good standing, or by any Local Union of the UA who has personal knowledge of the offense committed.

There is a Charge Form to be filled out by the charging party to state the nature of the offense charged, time and place of the occurrence, naming the witnesses and all other data. The Charge will be read at the next scheduled Local 798 General Membership meeting. A majority vote of Members in attendance at the meeting is required to accept the charges. Upon acceptance of the Charge, a copy of the charges shall be immediately sent to the accused at the last known address on file at the Hall.

The Charge will then be referred to the Executive Board for trial. The trial shall be conducted in accordance with the United Association Constitution. The Executive Board shall determine whether the accused is guilty or not guilty of the charge(s) and, if guilty, what the penalty, if any, should be (e.g., fine, suspension, expulsion). These determinations of the Executive Board are final and binding and not subject to membership approval. However, the Board will report its determinations to the Local Union at the next scheduled Local 798 General Membership meeting.

If the accused is expelled, the terms under which the accused may be reinitiated into membership shall be determined solely by the order of expulsion as approved by the UA General Executive Board. If the Executive Board imposes the penalty of expulsion, the UA Constitution requires it to include a raised re-initiation fee among the conditions that the expelled Member must meet to be reinstated.

Any fines assessed as a result of charges will have to be paid before monthly dues can be paid subject to the UA Constitution. Please refer to the UA Constitution for a complete set of rules regarding internal union discipline. A list of commonly filed charges are:

- **Dispatch No-Show** (Local 798 Constitution & By-Laws Article XIX, Section 2, and in accordance with the Dispatching and Out-of-Work Policies Section C, Paragraph 10)
- **Working Non-Union** (UA Constitution Section 153 and Section 195 (a) and Local 798 Constitution & By-Laws Article XIX, Section 6)
- **Failure to Pay Lodging** (Local 798 Constitution & By-Laws Article XIX, Section 10)
- **Breaking the Oath of Obligation to another UA Member** (UA Constitution Section 153)

If you wish to file charges, please contact the Local 798 Office and request a Form for Filing Charges. If you have had charges filed against you, your presence will be requested at the hearing. If you are unable to attend, you may submit a defense against the charge in writing, or you may request a phone hearing, in which case the Executive Board will call you for a verbal defense the day of the proceedings. If you have questions, please call the Local 798 Office for instructions.

BURIAL EXPENSE BENEFIT PLAN

The Burial Expense Benefit Plan is operated and administered by the United Association, as found in Sections 169 – 175 of the Constitution of the United Association. The General Secretary-Treasurer is the administrator of the Plan. A member must be in good standing for at least six (6) months prior to death. Upon receiving proper documentation, a Burial Expense Benefit of \$2,500.00 shall be paid.

The Burial Expense Benefits will be paid in the following order:

1. To the funeral home or undertaker for unpaid amounts owed for burial expenses.
2. To repay the person who paid the burial expenses for the member, or the person who is responsible for the payment of those expenses.
3. To the beneficiary listed on the current beneficiary card on file with Local Union 798 (if applicable).

For Local Union 798 to file for monetary Burial Benefits, we need a **copy of a certified death certificate** and a **copy of the funeral bill**. *If the funeral bill has been paid, we will need a copy of the bill and a paid receipt, as well as the Social Security Number of the person who paid the bill.* Once we receive these items, we will process the necessary paperwork and submit it to the United Association in Annapolis, Maryland. Please allow a minimum of 12 weeks for payment.

The Burial Expense Benefits will be paid in the following order:

4. To the beneficiary listed on the current beneficiary card on file with Local Union 798 (if applicable).
5. To the funeral home if there are additional or unpaid amounts owed for burial expenses.
6. To repay the person who paid the burial expenses for the Member, or the person who is responsible for the payment of those expenses.
7. If none of the above apply, or the Member's designated beneficiary is not living at the time of the Member's death, any benefit will be paid to the first person(s) in the following order, who is living at the time of payment. The Member's:
 - a. Spouse
 - b. Children
 - c. Parents
 - d. Brothers and Sisters
 - e. Personal Representative, or the Member's estate.

If two or more persons become entitled to payment of the benefit, the benefit will be divided equally among them.

Time period for filing claims: An application for Burial Expense Benefit must be received by the United Association within twelve (12) months of the Member's death. If you have any questions regarding the Burial Expense Benefit Plan, please contact the Local 798 Office.

PIPELINERS VOLUNTARY FUND

What is the Voluntary Fund?

The Voluntary Fund was created in 1967, and obtained 501(c)3 status to become an official charitable organization in 2001. The Voluntary Fund's primary purpose is to provide financial assistance to Members facing unforeseen hardships, and to provide educational assistance via scholarships to Members and their families seeking higher education.

How are Contributions for the Voluntary Fund Collected?

Voluntary Fund Contributions are collected weekly by the Job Steward from workers on the job who wish to contribute. A Voluntary Fund Contribution Card should be completed before a Member makes his first contribution. Members who are not working but wish to contribute can do so on the Pipeliners Local Union 798 website at www.local798.org, or by sending a check to the Local Union Office, made payable to the Voluntary Fund.

Requests for Voluntary Fund Assistance

1. Only active Members of Pipeliners Local Union 798 may submit a Voluntary Fund Request letter, but they may not request Voluntary Fund assistance for themselves.
2. Requests for Voluntary Fund assistance can be made for any active or retired Member of Pipeliners Local Union 798, anyone actively working in the Pipeline Industry who has contributed to the Voluntary Fund, and other charitable organizations (i.e. The Red Cross, The American Cancer Society, etc.).
3. The request for Voluntary Fund assistance must include: The first and last name of the individual to receive the assistance; the book number (or last four digits of their social security number or other identifying information if a non-member); the first and last name and book number of the Member submitting the request; a detailed explanation of the circumstances for which Voluntary Fund assistance is being requested; and an address and phone number if the request is for a non-member.
4. The Voluntary Fund does not provide assistance for funeral expenses, living expenses (mortgage, utilities, fuel for vehicle, groceries, etc., standard auto repairs, or medical expenses covered by insurance).

VOLUNTARY FUND SCHOLARSHIP PROGRAMS

The Voluntary Fund awards the following scholarships annually:

- Harry H. Faucett Jr Scholarship Program – (1) \$7,500.00 scholarship
- George M. Lambert Scholarship Program – (10) \$3,000.00 scholarships

George M. Lambert and Harry H. Faucett Jr Scholarship Programs

- Eligible: Members of Pipeliners Local Union 798, their spouses, children, and grandchildren who have completed high school and are currently attending college as a full-time student. One (1) \$7,500.00 scholarship will be awarded to the highest-ranking applicant of the *George M. Lambert Scholarship Program* who has maintained an overall grade point average (GPA) of at least 3.2 in his or her college level courses while seeking a Bachelor or Graduate degree.
- Application Process: Each applicant will need to submit a completed application, two sealed letters of recommendation (completed by someone other than a relative, such as a professor, advisor, supervisor, etc.), appropriate official transcripts, and an essay of 250 to 500 words; Upon completion of the fall semester, it is the obligation of the student applicant to ensure that his or her school's registrar submits his or her official transcript for the semester to The Director of the Pipeliners Voluntary Fund by the submission deadline. Application deadlines typically fall in late January. Current deadlines can be found on the instruction sheet, which is located on our website listed below.

All scholarship information and forms can be found on our website at:

<http://www.local798.org/scholarship-program.html>.

For all scholarships, the selection process and announcement of winners are as follows:

- Selection Process: Applications will be reviewed by an outside screening committee and will be scored based on evaluations of each applicant's academic achievement and potential of success in his or her chosen field of study. The committee will then submit their rankings in writing (with appropriate recommendations) to the Pipeliners Scholarship Board.
- Announcement of Winners and Follow-Up Instructions: Following the final selection, winners will be notified in formal letters, which will be mailed to the addresses provided on the scholarship applications. If an applicant needs to update an address, he or she will need to notify our office accordingly.

Following notification of an award, each winner will be required to immediately submit the following items:

1. A brief background synopsis of all academic achievements
2. An appropriate 'Thank You' note
3. A current photograph suitable for publication

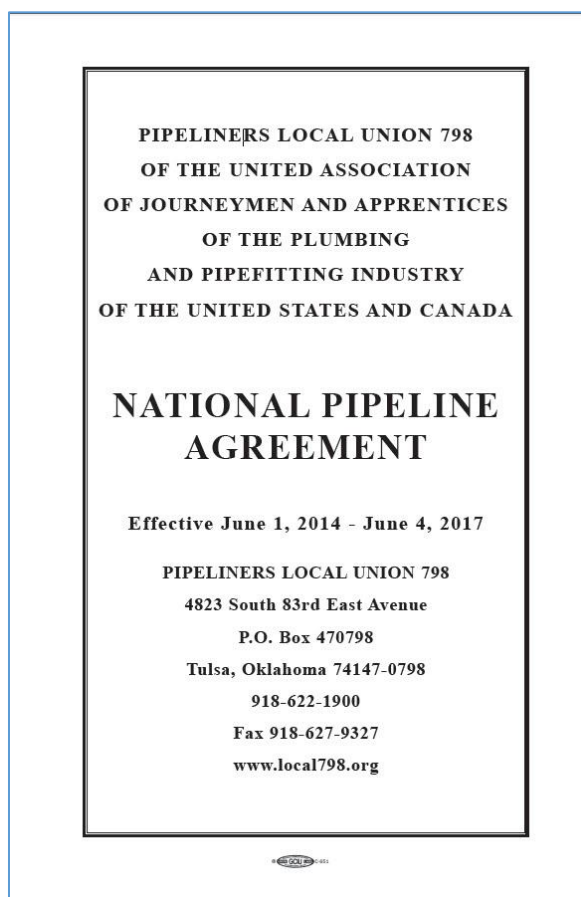
The scholarship check will be mailed upon receipt of these items.

NATIONAL PIPE LINE AGREEMENT

The National Pipe Line Agreement (“NPLA”) is the national collective bargaining agreement that has been negotiated between the United Association of Journeyman and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada and the Pipe Line Contractors Association. The current NPLA is in effect until June 4, 2017. Updates and new agreements will be posted on the Pipeliners Local Union 798 website.

All new Members receive a copy of the NPLA in your new Member packets. If you have been a Member for a while, a copy was mailed to the address on file when the most recent NPLA was printed. If you have misplaced your copy of the current NPLA, you may obtain a copy on Local 798’s website:

1. Go to www.local798.org
2. Click on Contract
3. Click on National Pipe Line Agreement



For ease of reference, we are providing you with information on certain provisions below on which we receive the most questions. You should familiarize yourself, however, with all of the provisions of the NPLA.

Rig Rental

The provisions on Rig Rental are set forth as follows in Article XVI of the NPLA.

(A) It shall not be a condition of employment for Welder Journeymen to provide their own welding rigs. It is understood and agreed, however, that a Welder Journeyman who is dispatched to a project as a rig Welder will be required to provide a usable rig as a condition of the dispatch. If the Union is unable to fill the dispatch request, the Employer may obtain rig Welders from any source in accordance with Article V (G)(4) of the Agreement.

(B) The Parties agree to treat rig rental rates as a mandatory subject of bargaining within the meaning of the National Labor Relations Act, with all of the rights and obligations that attach to such a subject of bargaining.

(C) Employers who rent rigs from Welder Journeymen who perform work covered by this Agreement shall pay such Welder Journeymen the maximum hourly rate determined by the Internal Revenue Service (“IRS”) to be non-taxable pursuant to IRS Revenue Procedure 2002-41, as periodically increased by the IRS. The Parties shall agree at the Prejob conference whether the applicable rate shall be a “wet” rate or a “dry” rate. The rig rate will not be included in calculating total package annual increases. Payment for the rig rental shall be separate from the check or other payment for regular payroll.

(D) If the IRS eliminates or issues a procedure or ruling that adversely affects the favorable tax status of rental payments for welding rigs currently provided for in IRS Revenue Procedure 2002- 41, the Parties agree that they will reopen this Agreement for the limited purpose of renegotiating rig rental rates.

(E) All trucks and welding machines will be gassed up during regular working hours unless the Employer has negotiated a rental and fuel rate. Welders are entitled to a full tank of gas for their truck and welding machine on the same day they complete work on that job and they are laid off; this does not include the drag-up tank.

Questions and answers that arise most often concerning rig rental are listed below.

- Q.** Where can I find the current rig rates that the IRS allows under IRS Revenue Procedure 2002-41, which is otherwise known as the “deemed substantiated” rig rental allowance?
- A.** Once the IRS posts a bulletin with the current updates, we post them on our web site and notify the Business Agents and PLCA. We also post that notice

on the home page of our website. For 2017 the wet rate is \$17.00 per hour and the dry rate is \$11.00 per hour.

- Q.** What does a “usable welding rig” consist of?
A. A workable truck, a usable 200 amp welding machine, 100’ of lead/ground cables and 100’ of oxygen and acetylene hose and cutting torch.
- Q.** Is my welding rig paid for waiting time (holidays/days knocked off before scheduled work time)?
A. No.
- Q.** If you are being paid the dry rate, when should you fuel your truck?
A. Only during normally scheduled work hours.
- Q.** Who should compensate me for damage occurred to my truck during work hours?
A. If the damages occurred due to negligence of the contractor, then the company should reimburse you once you provide them the required estimates. If your rig simply breaks down due to normal wear, the damages were caused by the driver’s negligence or by the act of God, then this should be compensated by your insurance provider.
- Q.** Should my rig check be taxed and should I receive a separate check?
A. The payment for your rig should not be taxed and you should be paid this on a separate check.
- Q.** Should I receive a 1099 from the company for money paid for my rig rental?
A. No, if the payments were made under the IRS deemed substantiated rig rental rates.

Travel Expenses

Under Article XIV, Paragraph A, all employees will receive the applicable IRS allowable rate per mile travel pay via the nearest route from the city or town in which the Member is located at the time the Member receives the dispatch to the location of the job site. The employee will be entitled to travel pay to the job site (initial travel pay) with his third paycheck or earlier. The employee will be entitled to an equal amount of travel pay upon completion of the job (return travel pay). If the Member fails to complete the job for any reason, the Member will not be entitled to any return travel pay.

Go to www.irs.gov to obtain information on the current IRS mileage rate.

Procedure for Settlement of Grievances and Disputes

Most of the problems that occur on the jobsite can be settled following Article XIX of the NPLA. The first step in this process are listed below. Once it goes past these steps the Business Agent and

Business Manager will handle the matter. However, these first few steps should be followed to ensure everyone involved has had the opportunity to correct the issue. Also, at any time during this process the employee has a right to request the Job Steward's presence for representation.

If an employee comes to you as a Job Steward with an issue, you should always ask "Have you discussed this issue with the Welder Foreman?" If they have not, then that is where you should direct them to go. Following this chain of command always works best.

1. Any Employee who believes that he has a grievance shall first take the matter up with the Welder Foreman.
2. If the matter is not satisfactorily adjusted by the Foreman, the grievance shall be referred to the Job Steward. The Steward and the Foreman will attempt to resolve the grievance.
3. If the grievance is not settled between the Steward and Foreman, the Employer's Superintendent will be summoned to enter the discussion. When the matter cannot be settled at this level, it will be referred to the Union's Business Agent and Employer's Superintendent.

If a grievance is not resolved after Step 3, the NPLA provides for further steps involving the UA and the Pipe Line Contractors Association.

Drug and Alcohol Testing Rules

For all signatory contractors, the drug and alcohol testing procedures that the UA has negotiated with the PLCA are set forth in Attachments 6 and 7 of the NPLA. If you have questions about the application of these rules and procedures, you should contact your Business Agent. A copy of these attachments can be mailed or emailed to you from your local upon request.

Please note that under the Policies, modifications may be made if required by a Client or Customer. Those modifications are submitted to the UA Pipeline Department. Any modifications to Attachments 6 and 7 will typically be included in the Prejob Conference Report and will be available to affected employees upon request.

Questions and answers that arise most often concerning drug and alcohol testing are listed below.

- Q.** When an employee fails a pre-employment screening what are they paid?
- A.** Article XI Par (T) If an Employee fails a pre-employment drug or alcohol test and is so notified within five (5) business day (Monday through Friday excluding holidays) of taking the test, then the Employee's wage rate shall not be based on the hourly wage rate set forth in this Agreement. Instead, the Employee shall be paid wages at a flat rate of \$90 per day worked (but in no event less than the applicable minimum wage) for all days worked prior to receiving such notification (not to exceed five (5)) and for which no wages have yet been paid. If the Employee is not notified by 9:00 a.m. on the fifth business day, then the Employee is entitled to full compensation for all days from the date of the testing. As an example, if the initial test is

administered on a Monday, the Employer has until 9:00 a.m. the following Monday to notify the individual of the test results. If the Employee being tested is not provided the test results by 9:00 a.m. on the following Monday, but at a later time, the Employee will be entitled to full compensation for all days from the test day until he is notified. Per diem and rig pay for days worked will be paid as required by this Agreement. If subsequent testing reveals a false positive, the Employee will be entitled to full compensation for the period he worked and reinstatement.

- Q.** What if a pre-employment Drug test is administered and you cannot work (stand down) until the test is returned?
- A.** Attachment 8 Par. (3) Drug Testing: The Substance Abuse Policy negotiated by the Association (PLCA) and the United Association (UA) will be applicable on all jobs covered by the National Pipe Line Agreement. The Journeyman shall be paid waiting time for any days lost during the normal scheduled work week in those cases which require completed testing before employment. In such cases, the Journeyman shall receive for any day lost during any one work week the **sum of five hours plus fringes**, and the Helper will receive a **sum of four hours plus fringes**. No payment or fringe contributions will be made if a test is **positive** for a prohibited drug.
- Q.** What happens if an employee fails a DOT drug screen?
- A.** The employee should be contacted by the **Medical Review Officer (MRO)**. Then the employee will need to contact a **qualified DOT Substance Abuse Professional (SAP)** to be reviewed for treatment by a DOT treatment provider.
- Q.** When can an employee be tested for reasonable suspicion?
- A.** When one or more trained supervisors or employees in Alcohol and Awareness make a decision testing is required based on the signs and symptoms of the employee's they may do a random test.
- Q.** When can an employer do a Drug Test?
- A.** Pre-employment, Random, Post-Accident, Reasonable Suspicion, Return-to-Duty and follow-ups.
- Q.** When can employer do an Alcohol test?
- A.** Post-Accident, Reasonable Suspicion, Return-to-Duty and follow-ups.
- Q.** When can an employer do a direct observation drug screen?
- A.** Return to duty (*employee who has missed a drug screen previously and required by the SAP to do follow up tests*), specimen not in temperature range, tampered specimen, or the lab reported back to the MRO that the specimen was diluted, altered or employee could not explain a positive result.

DISPATCH

Out-of-Work Card

1. Completing an Out-of-Work Card

An Out-of-Work Card is a form that states what skills you are qualified and willing to perform on a job. Each Member **MUST** have a completed and updated Out-of-Work Card on file in the Dispatch Office before you may be placed on the Out-of-Work List. An Out-of-Work Card can be obtained from the Local 798 website at www.local798.org under the Dispatch/Jobs tab, or by calling into the Dispatch Office at 918-610-2761. The Dispatch Office is open Monday-Friday from 7:30 a.m. - 4:30 p.m. and most Saturdays 8:00 a.m. until 10:00 a.m. or later.

When filling out an Out-of-Work Card please indicate if you want to be placed on the Out-of-Work List, or if you are updating your skills only. When filling out the form please only mark the skills appropriate for your classification. You will only be called for the jobs in which you have the appropriate skill marked. Please sign and date the bottom. Signing this form indicates that you have also read and understand the Dispatch Policies.

2. Updating an Out-of-Work Card

If you would like to change your skills on your Out-of-Work Card you must fill out a new form and resubmit it to the Dispatch Office. Once the Dispatch Office receives your updated Out-of-Work Card there is a 48-hour period before your changes will take effect.

Placing Yourself on the Out-of-Work List

There are only two ways to register on the Out-of-Work List. You may fill out an Out-of-Work Card and check the appropriate box and submit it to the Dispatch Office, **OR** you must call the automated voicemail system. It is **YOUR** responsibility to place yourself on the Out-of-Work List after a layoff or a termination for any reason. This also includes after working out of a sister Local Union. You will not be removed from the Out-of-Work List for working Distribution, California Short Line work, or Building Trades, but as a courtesy please notify the Dispatch Office when you begin and end your job. The automated voicemail system phone number is 918-663-3200. It is available twenty-four (24) hours a day, seven (7) days a week. You will not be placed on the Out-of-Work List if you do not have an Out-of-Work Card and a valid phone number on file. The voicemail will prompt you to state your name, book number and/or social security number, your date of termination, and your reason for termination. Please also leave a valid phone number where you may be reached if we have any questions. After leaving your information on the automated voicemail system, please allow a twenty-four (24) hour period before you inquire about your position on the Out-of-Work List. To find your position on the Out-of-Work List you may call 918-610-2746. It is available twenty-four (24) hours a day, seven (7) days a week.

300/450/600 Hour Rule

Upon termination or layoff from employment, you must re-register on the bottom of the Out-of-Work List and obtain a new Out-of-Work Date. However, you may resume the same Out-of-Work Date you had on the Out-Of-Work List as of the date of your last dispatch if you notify the Dispatch Office within five (5) business days after your termination or layoff, and if you have worked:

1. fewer than 300 hours total on jobs paying full scale under the NPLA. Or if you work
2. fewer than 450 hours total on jobs paying full scale under the NPLA combined with job(s) paying less than full scale. Or if you work
3. fewer than 600 hours total on jobs paying less than full scale only.

All hours worked will be included in the count. Scale is based on wages only.

Example: If your last Out-of-Work date is 11/1/2015 (08:00) and you work 150 hours on a National Agreement job and call in within the five (5) business days after your termination or layoff, you will retain your Out-of-Work date of 11/1/2015 (08:00). Your next job you worked 400 hours on a Special Agreement job and called in within the five (5) business days after your termination or layoff. You now have a total of 550 hours between the two jobs worked. Since total hours worked exceeds the 450 hours, you will obtain a new Out-of-Work Date at the date and time that you called in.

How to Retain Position on Sick List

1. If you refuse a job because of personal or family illness, (spouse, dependent child, or parent – but not a parent-in-law), or if you have been given a medical lay-off from a job or are on worker's compensation from a job, you will not lose your place on the Out-of-Work List if you are eligible to be placed on the Sick List.
2. To be placed on the Sick List, you must provide a signed statement from your doctor showing that you or your family Member is under doctor's care within seven (7) calendar days from the date of your dispatch refusal. If medical lay off is approved by a Business Agent or workman's compensation, no letter is required to be placed on the Sick List. You can either fax the letter to 918-610-2740 or email to dispatch@local798.org.
3. Once you have been placed on the Sick List, a letter from your (or your family Member's) doctor will be required once every six (6) months in order to retain your position on the Sick List.
4. If the Dispatch Office does not receive this letter, you will be REMOVED from the Sick List and it will be your responsibility to call and register on the Out-of-Work List with a new Out-of-Work Date.
5. You will be removed from the Sick List upon receipt by the Dispatch Office of a written release from your (or your family Member's) doctor. At that time, you will be placed back on the Out-of-Work List as of your original date and be eligible after receipt of the release from the doctor.
6. If you have been given a medical lay-off from a job or are on worker's compensation from a job, you must call 918-663-3200 and request to get on the Out-of-Work List

within five (5) business days of termination. If you worked less than the 300/450/600 hour rule listed above, you will obtain your original Out-of-Work date.

7. When you get released, you will need to provide the release in order to get on the Out-of-Work List. Verification and releases can either be faxed to 918-610-2740 or emailed to dispatch@local798.org. All medical lay off and workman's compensation will be required to send in a release in order to be placed on the Out-of-Work List.

Applying for a Job on the Job Line

1. The Job Line is the primary form of job referral used by the Dispatch Office and **YOU** must call in when seeking employment. The Job Line number is 918-610-2745. The information provided on the Job Line will identify the classification and skills sought, approximate duration of the job, required welding test, location, name of the employer, start date, and whether the job is high scale, intermediate, or low scale. You must be on the Out-of-Work List to apply for a job on the Job Line.
2. If you call to get on the Out-of-Work List after 4:30 p.m. you will not be processed until the next day and are not eligible for the Job Line.
3. You can call the Job Line between 6:00 p.m. and 7:00 a.m. Central Standard Time, Monday through Friday, and follow the prompts. We prefer you give your book number, (or at your option, your Social Security number), phone number, and the number of the specific job(s) to which you wish to be dispatched.
4. Starting at 8:00 a.m. each day (Tuesday through Saturday, excluding holidays), a list of callers from the previous evening's Job Line will be pulled. All job orders from the previous day will then be filled, starting with the Job Line caller with the oldest Out-of-Work Date. The Dispatcher will make two attempts to notify each caller. If you do not get the job, you will be sent a call blast letting you know the jobs are filled.
5. If you have any doubts on whether you applied for a job correctly, feel free to call the Dispatch Office at 918-610-2761 as early as 7:45 a.m. and we can check if you are on the list for Dispatch.
6. Members who call and apply for jobs are most commonly not on the previous night's Job Line List because they did not listen completely to the instructions given to them to apply for the job.
 - A. Always listen after putting in your book number to the reply telling you the first two letters of your name. If the response is wrong, listen closely to what you need to do to reenter your book number.
 - B. Please pay close attention at the end of the recording to what is required to apply for the job. Do not press *. This just hangs up the phone! You must press one of the job numbers to apply for that job.

Obtaining a Dispatch and Removal from Out-of-Work List

1. Anytime you are dispatched to a job or are shown on a Steward Report as being Contractor hired, you will be removed from the Out-of-Work List.
2. This includes if you are working out of another Local Union on National Pipeline Agreement work.

PIPELINERS LOCAL 798
TRAINING CENTER

General Information

Hours: Monday through Friday 8:00 am to 4:30 pm

Director of Training: Farron Hollabaugh

Training Center Phone: 918-622-0210

Cell Phone: 918-244-0648

E-mail: farron@pibf.org

Training Center Staff

David Allen

Billy Chenhall

Ronald Evans

Justin Fromme

Wade Hendricks

Rusty Long

Tim Robinson

Chris Waeckerle

Availability of Helper Training

Helper training is available. An application for membership must be submitted on the Pipeliners Local Union 798 website under the “Apply for Membership” tab. Then an appointment must be made with the Pipeliners Local Union 798 Training Center office. Upon arrival at the Training Center, the individual will be instructed on proper personal safety equipment and general knowledge about arc welding, and brushing of the welds, as well as general terminology regarding tools and items related to Welder Helper duties and responsibilities (e.g., welding rods, grinders, power tools). Individuals must be able to perform all general Helper duties in all environments.

Admission Requirements to Attend the Local 798 Downhill Welding School

The requirements for an application to the Local 798 Downhill Welding School as a Welder Helper to upgrade to Welder are as follows:

1. 5,000 hours of Covered Employment as reported to the Education Center.
2. Five (5) letters of recommendation from a Welder or Journeyman Member of a UA Pipeline Local that you have worked with directly, but no more than one family Member letter will be accepted.
3. Minimum of three (3) years’ experience on Covered Employment as defined in the Education Center Trust Agreement.

The selection process will be based on your work history and your experience with all aspects of welder helping. All applicants will be reviewed before the start of a new class. There will no longer be a numerical order according to your application date. All applications must be filled out completely with five (5) letters of recommendation attached before they will be reviewed. There are three classes each year, one starting in January, one in May, and another starting in September. Application requests shall be made to the Training Director by e-mail, fax or letter, but not by phone.

Information Regarding Testing

1. All classification changes and initiations test are scheduled through the Local 798 Office 918-622-1900.
 - a. All classification changes and Initiates can come to the Training Center two days prior to test date and complete three practice welds. There will be no practice on test day.
 - b. The welding test is a 24" .500 wall bell hole weld 5/32" 5P+ root and 3/16" 70+ or Arc 80 remainder with a puddle cap.
2. All recertifications and UA tests are taken at Pipeliners Local Union 798's Training Center and are scheduled with the Training Director.
 - a. Recertification is required when a Welder misses two (2) consecutive weld tests or has been terminated by a Contractor for bad welds, or a combination of both. You may be on the Out-of-Work List to move up while you are under the two-strike rule, however, you may not receive a dispatch until you have requalified.
 - b. The requalifying test will be the last test a Welder missed or a bell hole if it was bad welds.
 - c. You will be required to produce two (2) visually acceptable welds in a row (Bead thru Cap) to be able to take your requalification test. At that time, the Training Center Instructor will examine your test, and straps will be cut.
 - d. Requalifiers are eligible to be paid \$400.00 per week stipend check for a maximum of two weeks per 12 month period.
3. The Training Center also offers 6G and 12 on 12 branch instruction and practice. Also, all the latest welding processes, hand-held wire and stick filler metals used in the pipeline industry are available.
4. UA Certification practice and tests are also available without appointment, but call ahead for availability.

PIPELINE INDUSTRY BENEFIT FUND



Pipeline Industry Benefit Fund

4845 S. 83rd East Ave.

Tulsa, OK 74145-6909

P.O. Box 470950

Tulsa, OK 74147-0950

Tel: 918-280-4800

PIBF Fax: 918-280-4899

Pension Fax: 918-280-4895

www.pibf.org

Office Staff

Bob Kime	<i>Director</i>
Renee Vause	<i>Assistant Director</i>
Justin Wallace	<i>Pension & Contributions Manager</i>
Jon Baltzell	<i>Strategic Operations Manager</i>
Patrick Clay	<i>Controller</i>
Kathy Morrison	<i>Claims Manager</i>
Kimberly Brasiola	<i>Assistant Claims Manager</i>
Jeff Parks	<i>I.T. Manager</i>
Linda Parkening	<i>Communications Coordinator</i>
Wendi Taylor	<i>Pensions</i>
Michelle Ruiz	<i>401(k)</i>
Brandi Snyder	<i>Cash Receipts/Accounts Payable</i>
Becky Winstead	<i>Claims Processing</i>
Michelle Landtroop	<i>Electronic Data Coordinator</i>
Denny Huggins	<i>Claims Processing/HRA</i>
Candice Graham	<i>Claims Processing</i>
Brooke Stephens	<i>Claims Processing</i>
Liz Jewell	<i>Claims Processing</i>
Halley Shelton	<i>Claims Processing</i>
Lisa Raiburn-Willis	<i>Receptionist</i>
Patricia Reif	<i>Job Control</i>
Leslie Ott	<i>Job Control/COBRA</i>
Stephanie Sharp	<i>Job Control</i>
Tabitha Bruner	<i>Job Control</i>
Jana Gard	<i>Mail Room</i>
Bradley Walker	<i>Maintenance Assistant</i>
Blake Davis	<i>Maintenance Assistant</i>

Overview of Benefits

The following is a general overview of the benefits provided by the Pipeline Industry Benefit Fund (“PIBF”), the Pipeline Industry Pension Fund (“PIPF”) and the Pipeline Industry 401(k) Annuity Fund that were in effect as January 1, 2017. The Trustees of these Funds periodically make changes to these benefits. For complete information about the benefits that each of these Funds provides, please refer to the applicable Summary Plan Description at www.pibf.org.

Please contact the Fund Office if you wish to obtain a copy of the SPD. You may also go to the Funds’ website to get a copy. If you have specific questions, please call the Fund Office at 918-280-4800.

Welders and Journeyman

Eligibility for Health Coverage (PIBF)

- Initial Coverage requires 500 hours
- Coverage begins the 1st day of the month the Member works the 500th hour
- The first 500 hours provides 4 months of coverage and every additional 120 hours provides an additional month of coverage up to 12 months of extended coverage
- A Member will have to requalify with 500 hours if the Member has a 12-month gap in working
- In addition to health coverage, the PIBF plan for active Members includes dental, vision, weekly disability, a death benefit and up to \$4,000 yearly under the Health Reimbursement Arrangement (HRA) for medical expenses not covered by the plan

COBRA

- Single coverage is \$300 per month
- Family coverage is \$690 per month
- COBRA can be purchased for 18 months
- COBRA can be extended up to 29 months in some disability situations

Pension Plan (PIPF)

- Minimum requirement for a vesting year is 400 hours
- Requires 5 vesting years to earn a PIPF Pension
- 1,200 hours provides a full credit year = \$175.00
- 1,800 hours provides 1½ credit year = \$262.50
- 2,080 hours provides 1¾ credit year = \$306.25 (through 2018)
- 2,200 hours provides 2 credit years = \$350.00 (through 2018)

401(k) Plan

- Immediate vesting
- Employer contribution rate \$4.74 mainline work, integrity, and maintenance work

- Employer contribution rate \$4.15 other work
- Employee can make deduction election on each job up to \$15.00/hour
- Employee can contribute \$18,000 per year (2017)
- Employees over 50 can contribute an additional \$6,000 per year (2017)

Helpers

Eligibility for Health Coverage (PIBF)

- Initial Coverage requires 800 hours
- Coverage begins the 1st day of the month the Member works the 800th hour
- The first 800 hours provides 6 months of coverage and every additional 120 hours provides an additional month of coverage up to 12 months of extended coverage
- A Member will have to requalify with 500 hours if the Member has a 12-month gap in working
- In addition to health coverage, the PIBF plan for active Members includes dental, vision, weekly disability, a death benefit and up to \$4,000 yearly under the Health Reimbursement Arrangement (HRA) for medical expenses not covered by the plan

COBRA

- Single coverage is \$300 per month
- Family coverage is \$690 per month
- COBRA can be purchased for 18 months
- COBRA can be extended up to 29 months in some disability situations

Pension Plan (PIPF)

- Minimum requirement for a vesting year is 400 hours
- Requires 5 vesting years to earn a PIPF Pension
- 1,200 hours provides a full credit year = \$116.00
- 1,800 hours provides 1½ credit year = \$174.00
- 2,080 hours provides 1¾ credit year = \$203.00 (through 2018)
- 2,200 hours provides 2 credit years = \$232.00 (through 2018)

401(k) Plan

- Immediate vesting
- Employer contribution rate \$2.64 mainline work, integrity, and maintenance work
- Employer contribution rate \$2.31 other work
- Employee can make deduction election on each job up to \$15.00/hour
- Employee can contribute \$18,000 per year (2017)
- Employees over 50 can contribute an additional \$6,000 per year (2017)



Benefits at a Glance

Quick Summary of Your PIBF Health Plan Benefits – This is not intended to be a complete explanation of benefits available; nor does it include all plan limitations and/or exclusions. This is a brief description of general benefit information. For complete benefits and limitations/exclusions, please refer to the PIBF Summary Plan Description.

Medical Plan Deductible - The deductible is the portion you must pay on healthcare expense before the PIBF begins to allow payments. Once the \$500 individual deductible; or \$1,000 family maximum family deductible is met, PIBF will then allow payment as stated in the SPD (Summary Plan Description). Plan deductibles start over every January 1st. A combination of family Members can meet the \$1,000 family maximum deductible; however, \$500 is the maximum amount any one family Member can count toward meeting the family deductible. Your PIBF plan does not have a co-pay. The patient portion is deductible and co-insurance.

Out of Pocket - Out of pocket is the co-insurance amount you are required to pay (20% of in network or 30% on out of network) on covered medical plan expenses processed by the Pipeline Industry Benefit Fund. Deductible, non-covered expense and amounts exceeding the payable amount on stand-alone benefits are not included in the accumulated out of pocket total. Once an individual has met the \$5,000 in network or \$7,500 out of network out of pocket limit during a calendar year, covered medical expense, for the individual, is paid at 100%.

Member Only Benefits

- Death/Accidental Death Benefit – \$10,000/\$20,000 (Active only)
- Dismemberment & Loss of Sight Benefits – \$5,000/\$10,000 (Active only)
- Weekly Disability Benefit – \$250 weekly, up to 26 weeks (Active only)
- Hearing Aid Benefit – \$1,000 toward the cost of hearing aid(s) (Active only)
- Welding Hood Lenses – \$75 every calendar year (Active, COBRA)
- Laser/Lasik Surgery – \$1,000 toward the cost of vision correction surgery (Active, COBRA)
- Physical Exam Benefit – \$200 payable every calendar year (Active, COBRA, Retiree)
- Health Reimbursement Arrangement/HRA – Reimbursement to the Member for a portion of your out-of-pocket healthcare expenses (Active, COBRA, Retiree)

Active, COBRA Plan Deductibles & Coverage for Members & Qualified Dependents

- The PIBF Medical plan has a \$500 individual deductible or a \$1,000 family maximum deductible every calendar year. After deductible, PIBF will pay 80% on in-network expense, or 70% on out-of-network expense up to the individual out of pocket maximum of \$5,000 on in network expense and \$7,500 on out of network expense. Once the out of pocket has been met during a calendar year, PIBF will then pay charges at 100% for the remainder of that calendar year.

- The PIBF Dental plan will pay 100% of reasonable expense for a cleaning and exam every six (6) months. All other dental service is subject to a \$100 individual deductible every calendar year. After deductible, PIBF will pay 80% on in-network expense, or 70% on out-of-network expense up to \$1,000 annually per person (no yearly maximum for children 18 and under).
- The PIBF Vision plan does not have a yearly deductible. The PIBF will pay \$200 per person toward the cost of a vision exam, refraction or the purchase of prescription eyeglasses or contact lenses. This benefit is available every calendar year (no yearly maximum for children 18 and under).
- The PIBF pharmacy plan is administered by CVS Caremark and has a \$100 individual deductible or a \$200 family maximum deductible every calendar year. After deductible, PIBF will pay 70% on prescriptions purchased at the counter and 80% on prescriptions purchased through the mail service.
- The pharmacy plan deductible is separate from the PIBF medical plan. Pharmacy plan co-insurance does not accumulate toward the PIBF medical plan out of pocket maximum.

Retiree and Retiree with Medicare Plan Deductibles and Coverage

- The Retiree Medical plan has a \$500 “Inpatient” individual deductible or a \$1,000 family maximum deductible every calendar year. After deductible, PIBF will pay 80% on in-network expense, or 70% on out-of-network expense up to the individual out of pocket maximum of \$5,000 on in network expense and \$7,500 on out of network expense. Once the out of pocket has been met during a calendar year, PIBF will then pay charges at 100% for the remainder of that calendar year.
- The Retiree with Medicare plan does not have a yearly deductible on any out-patient or office services (the portion of your charges considered under Part B of Medicare). The PIBF will pay 80% of the Medicare co-insurance or Medicare Part B deductible. The out of pocket maximum on the Retiree with Medicare plan is \$5,000 per person. Once you have met the out of pocket limit, coverage will be at 100% for the remainder of that calendar year.
- The Retiree with Medicare plan has a \$500 individual deductible every calendar year on in-patient service (when you are admitted to a hospital; the portion of your charges considered under Part A of Medicare). After deductible, PIBF will pay 80% of the Medicare co-insurance or Medicare Part A deductible.
- The Retiree and Retiree with Medicare Pharmacy plan deductible is \$250 per person, or a \$500 family maximum every calendar year and is administered by CVS Caremark. After deductible, PIBF will pay 70% on prescriptions purchased at the counter and 80% on prescriptions purchased through the mail service. The pharmacy plan deductible is separate from the PIBF medical plan. Pharmacy plan co-insurance does not accumulate toward the PIBF medical plan out of pocket maximum.

PIBF Coverage on Stand-Alone Benefits. Available to Members and qualified dependents under all plans (Active, COBRA, Retiree, Retiree w/Medicare). NOTE: The yearly deductible does not apply to these benefits. The excess or non-covered portion does not apply to the patient’s out-of-pocket limit.

- Chiropractic Benefit – PIBF will pay \$25 per visit, up to a maximum of \$500 per person; per calendar year. In addition, PIBF will pay \$100 per person; per calendar year for cervical or spinal X-Rays performed by a Chiropractic physician.
- Non-Surgery Related Physical/Occupational Therapy, Biofeedback or Pulmonary Rehab Benefit – PIBF will pay \$25 per visit.
- Sterilization Benefit – This benefit is available for the PIBF Member or spouse only. PIBF will pay \$500 for all expense related to a Vasectomy or \$1500 for all expense related to a Tubal Ligation. If a Tubal Ligation is performed at the same time as another surgery or during an inpatient confinement, the benefit will be limited to \$500.

3 EASY HRA FILING STEPS

NOTICE: All the required information is taken directly from the PIBF explanation of benefits.

1. **COMPLETE TOP PORTION OF FORM**

- Employee name
- PIBF U.I.D. #
- Patient name (one family Member per form)

2. **LIST HEALTHCARE EXPENSES**

- Service date
- Provider name/Pharmacy name
- PIBF claim number (Medical Claims)
- Member Balance (This is your out of pocket expense)
- Itemized pharmacy statement instead of individual RX receipts

3. **SIGN, DATE AND SUBMIT THE FORM**

- It is no longer necessary to send copies of EOBs if you provide the claim number under claim number/expense description column.
- Waiting to file at the end of the year delays processing time. File HRA as charges are incurred throughout the year.
- Due to the large volume of HRA claims being received, HRA claim status cannot be given over the phone. Visit the Member's section of our website to inquire about the status of your HRA claim. (**Allow 4-6 weeks for processing**)

More helpful information can be found by visiting the PIBF website: www.pibf.org.

RESPONSIBILITIES OF A JOB STEWARD

Your basic duty as Job Steward is to see that the National Pipe Line Agreement, which is our Contract, is lived up to by both parties, to maintain peace and harmony on the job and to notify the Business Agent of any violations of our Contract. Here are the basics:

- Call the appropriate Business Agent in case of contract violations.
- Call your Business Agent once a week or more, if necessary.
- Do your other calling at night unless an emergency arises, then inform the Welder Foreman before leaving the job.

The detailed rules for Members representing Local 798 in the capacity of Job Steward are as follows:

1. Pipeline Agreement---The Job Steward should be very knowledgeable about the National Pipe Line Agreement. It should be a practice of the Steward at the beginning of the job to read the NPLA from cover to cover, to refresh himself.

2. The Job Steward should notify the Union Hall Dispatching Office of his e-mail, phone number and address upon arrival at the job site.

3. The Job Steward should arrive at the warehouse no later than 20 minutes prior to scheduled work time, and where it is practical he should always come back to the warehouse in the evening after work time every day, checking on any calls, drag-ups or problems in general.

a. The Steward should visit with the hands working on the tie-ins, fabrication, road boring, cut-outs or any other remote crew as they arrive in the morning. Before work time he should have seen all his hands and be abreast of any problems from the day before. After the scheduled work time he can sign up any new hand and then proceed to the line.

b. Under the National Pipe Line Agreement, Article XI(L), Journeymen acting as Job Stewards shall, wherever possible, be assigned to the firing line. In case something comes up during the day, anyone needing to get in touch with the Steward will then know where to locate him. This way he would see every hand each workday, if practical.

c. The Job Steward should visit with each and every UA employee on said job at least once a week.

4. The Job Steward should always take care of his union responsibilities immediately as a situation arises.

5. The Job Steward should be present when Welders are tested in accordance with Article VI, paragraph J, of the National Pipe Line Agreement: "To ensure the integrity and fairness of the evaluation of Welders, the Steward shall be present, so long as his presence away from the jobsite does not hinder production. By mutual agreement between the Welder Foreman and the Steward, an alternate may be selected to be present at the testing."

6. The Manpower, Progress, Benefit and Voluntary Fund Reporting Forms detailed below under Job Steward Reports must be filled out completely every week of the job duration and mailed to the Local Union 798 and PIBF offices no later than Monday following preceding work week, for which they are being reported.

7. Time taken away from the job for union business should be in compliance with the National Pipe Line Agreement in all cases; unless unusual circumstances arise, and if they were to occur, the Job Steward should call the respective Business Agent immediately for further instructions.

8. At no time does a Job Steward get involved with hiring or discharging UA personnel. That is the responsibility of the Welder Foreman and it should be strictly adhered to.

a. In case a Welder Foreman should ask the Steward for recommendations of people to hire, the Steward should take that order and call the Business Agent for further instructions.

b. A Job Steward should never get into a position of being an errand person for the Welder Foreman, such as cashing payroll checks for the hands on the job.

9. As Job Steward, always make sure that the Welder Foreman and you have a complete understanding that before any UA employee is placed on the company payroll, the Welder Foreman brings such employee to you to check his book and be signed up.

10. At the beginning of each job, it is the responsibility of the Job Steward to talk with the Welder Foreman and have an understanding that all visual repairs are to be made by the Welder making the original weld. During the time of repair, the firing line will be held until such repair is completed and the Welder is set back in his original position.

11. It is the Job Steward's responsibility to see whether the union dispatch quota is in compliance with the NPLA from the beginning of the job to the end of the job. If there are any issues with this, the Steward should notify the Welder Foreman immediately. The Steward shall also make sure that all premium pay jobs are divided equally between the Contractor hire and the Union dispatch.

12. It is the Job Steward's responsibility to check all transportation carrying UA personnel to and from job sites. At no time should there be any materials on the bus. Said transportation is provided only for the people and their lunches. (Safety rules)

13. The Job Steward should never take it upon himself to cause a work stoppage or a slowdown.

14. At the end of the job, the Job Steward needs to be sure that all paper work has been completed and all reporting forms are mailed in showing the date of the job completion.

15. Once a Member calls to get back on the Out-of-Work List, the Dispatch Office will contact the Job Steward for their date, reason for termination and any hours that have not been turned in to the PIBF. In order for the Member to return to the Out-of-Work List we must hear back from you **AS SOON AS POSSIBLE.** Please call 918- 610-2761 or email the information to dispatch@local798.org.

16. If the Job Steward receives a complaint from a worker about racial or sexual harassment or discrimination, the Steward should immediately notify the Welder Foreman and Business Agent.

17. Voluntary Fund - A collection should be taken up and sent to the PIPELINERS VOLUNTARY FUND office on a weekly basis. There should never be any other collection of monies taken up on any job except for the Voluntary Fund.

Job Steward Reports and Website

It is the Job Steward's responsibility to accurately prepare the weekly reporting forms and submit them to the Local Union 798 and the PIBF offices at the reports@local798.org email no later than the Monday following the preceding work week. The electronic reporting forms are available on the Local 798 website at www.local798.org under the Steward's Page and Forms tab. When that page opens, scroll to the bottom and download the Steward Pack – E-Forms. This folder contains the most recent versions of all documents available. A copy of the Steward Pack (electronic reporting forms) can be downloaded by clicking on Steward Pack – E-Reports.

If you are submitting your forms electronically please use the following format to save your document: Contractor Name, Pre Job Number, Job Steward First and Last Name (EX: Michels-10000-John Doe). If you choose to do your reports by hand or need a Voluntary Fund receipt book, please contact the Dispatch Office at 918-610-2761 to request a Steward Pack. Hand written reports can be mailed to Pipeliners Local Union 798, P.O. Box 470798 Tulsa, OK 74147.

If you are just beginning to file reporting forms electronically, or if you have questions about certain issues, please watch the Steward Pack Instructional Videos which are available on the Steward's Page & Forms tab on the website. These videos have been created to answer basic and frequently asked questions. However, if the issue you are having is not addressed in the videos, please contact Pipeliners Local Union 798 during normal business hours and someone will walk you through it.

We strongly encourage all Job Stewards to switch to the electronic forms, as you will find it less time consuming and more beneficial.

Important Things to Remember

- Only use the Prejob number that was assigned to you by your Business Agent in the designated area on **ALL** reports.
- Make sure to list the week ending date in the designated area on **ALL** reports. The week ending date should **ALWAYS** fall on the Sunday of the work week. If you are doing your

reports electronically, please make sure that the tab corresponds with the week ending date of the report.

- Job Stewards must provide their current phone number, email address and temporary mailing address on all reports on which such information is required.
- All forms **MUST** be filled out in their entirety.

A. Manpower Report

The Manpower report is important for the Dispatch Office to maintain accurate work records for our Members. It also helps keep the Out-of-Work List as up-to-date as possible.

Important Things to Remember

- Always list the employees by Last Name, First Name, and include their book number if they are a Member, OR the full social security number if they are a non-member.
- When terminating an employee on your Manpower report, please only use the designated termination reasons. For any other termination reasons, please contact the Dispatch Office.
- All Members terminated on your previous Manpower report should be removed from your next report.
- Medical layoffs must be approved by the Business Agent **PRIOR** to the layoff. Once approved, please inform the Member to call and place himself on the Out-of-Work List and submit a doctor's statement indicating he is currently unable to work. Once released by the doctor (and before the Member can accept a job from the Dispatch Office), he must fax the doctor's release to the Dispatch Office at 918-610-2740 or email to dispatch@local798.org.
- When a Member is hurt on the job and is placed on Worker's Compensation, please send in an accident report to the union hall **ASAP**.
- In addition to any notes, the remarks column is where you will need to document journeyman hours worked. The hours should be broken down and specifically identified (e.g. 10 hours spacing, 20 hours stabbing).

B. Progress Report

The Progress Report is important to keep an accurate daily account of the work progress and total repair rate for the Contractor. It is extremely important to complete all fields of this form in detail.

C. Benefit Report

The Benefit Report is important to keep an accurate tally of hours and gross wages on each Member so that the Working and Organizing Dues are correct. Pipeliners Local Union 798 compares the Steward's Benefit Report with the Contractor's Benefit Report. Discrepancies are brought to the Steward's attention to make sure all information is correct.

If a Steward is sending Benefit Reports electronically, the information is uploaded directly from the electronic Benefit Report into each Member's file on the computer system.

Important Things to Remember

- Always list the employees by Last Name, First Name, and include their full social security number. Without the full social security number, the computer system will not recognize the information on the Benefit Report.
- When submitting reports, the Benefit Report should always reflect the previous week's date and information. It will always be a week behind all other reports.

D. Voluntary Fund Report

The Voluntary Fund is a non-profit 501(c)(3) charitable organization. Contributions to the Fund are tax-deductible. Contributions are used for charitable purposes and to promote the general welfare of all contributors. As the Job Steward, you are responsible to collect Voluntary Fund contributions and submit your collection by check or money order made payable to PIPELINER'S VOLUNTARY FUND. **DO NOT SEND CASH** through the mail.

Important Things to Remember

- Always list the employees by Last Name, First Name, and include their book number if they are a Member, OR the full social security number if they are a non-member.
- Only individuals who contributed for that week should be listed on the report.
- Receipts must be issued for each contribution received using the Voluntary Fund Receipt Book(s). The Steward must list each Member's name, book number, and the amount he or she contributed on the receipts.
- White copies go to the Members, yellow copies need to be mailed in to the union hall with the check or money order and report, and pink copies are to remain in the receipt book. The Voluntary Fund Receipt books should be sent back to the union hall upon completion of a job if a Job Steward will not be moving on to steward another job in the next few weeks.
- Please double check your receipts against your reports so that all money collected and the report submitted to the Union Hall match. This will prevent too much or too little money from being sent.
- Please submit report entries in receipt order.
- When possible, please do not tear receipts apart, but submit them in sheets of four (4).
- Only the money collected between Monday-Sunday should be reflected on that week's report. Each week ending date will be the date on the ending Sunday. (For example, if dates for a week are 1/11/2016 – 1/17/2016, any money collected on or between those dates should go onto a report with the week ending date of 1/17/2016);

money collected on the following Monday will need to be recorded on the report for the following Sunday.

Voluntary Fund Contribution Card

All Members who contribute to the Voluntary Fund on a regular basis will need to submit a Voluntary Fund Contribution Card. It is the responsibility of each Job Steward to ensure that all individuals contributing to the Voluntary Fund have one of these cards on file in the Local Union's main office; this is applicable to non-members who contribute as well (e.g. Operators, Teamsters, Laborers.)

These cards should be filled out in entirety to include:

1. each individual's signature
2. contributor's printed full name (including middle initial, if applicable)
3. a current mailing address
4. his book number, and Local Union number if not a Pipeliners Local Union 798 Member (or social security number if a non-member).

The Job Steward must sign each contribution card as witness to the voluntary action of the individual contributing to the Voluntary Fund.

To assist you with these reports are Steward Pack instructional videos that are available on the Local 798 website at www.local798.org under the Steward's Page and Forms tab. In addition to the instructional videos, each report contains notes in the headers of each section that go into detail of what information is required for that specific column or row. You can access the note by placing your mouse over the little red triangle in the upper right hand corner of the header. The Local 798 office is also here to assist you if you have any questions regarding filling out and submitting your weekly reporting forms. Please call the Union Hall at 918- 622-1900. Office hours are from 8 a.m.-4:30 p.m. Monday-Friday.

Accident Report

When a Member of Local 798 is injured while working on a job, it is the responsibility of the Job Steward to complete an accident report that is included in your Steward pack.

1. If you do not have one you can print one off the website.
 - a. Go to www.local798.org
 - b. Click on Steward's Page & Forms
 - c. On the bottom of the page click on Steward Pack Backup
 - d. Double click on the file, then click on Notice of Job Related Injury