

PIPELINERS LOCAL 798 DISPATCH AND OUT-OF-WORK POLICIES

A. Completing an Out-of-Work Card

1. An Out-of-Work Card may be obtained by calling the Dispatch Office or by going to the Local 798 website at www.local798.org and opening the Dispatch / Jobs page, or by logging into your Member's Only Login, filling out the Out-of-Work Card, and submitting it.
2. All Welders, Journeymen and Helpers wishing to utilize the Dispatch Office to obtain work referrals must complete an Out-of-Work Card. The Member may fill out only one Out-of-Work Card that corresponds to the Job Classification for which they are seeking referral. This Out-of-Work Card contains pertinent information about the Members work skills and other qualifications.
3. The Member is responsible for ensuring that the information contained on your Out-of-Work Card is complete and accurate. This Out-of-Work Card will be maintained on file in the Dispatch Office.
4. All changes to skills, qualifications and jobs the Member is willing to accept for dispatch listed on their Out-of-Work Card must be made by the Member, in writing to the Dispatch Office or by going to Dispatch / Jobs page or the Member's Only Login section of the website and submitting an Out-of-Work Card. Such changes will be effective 48 hours after receipt of your written or electronic change request.
5. Members may not register on the Out-of-Work List unless a completed Out-of-Work Card is on file with the Dispatch Office.

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

B. Registering on the Out-of-Work List

1. Local 798 maintains a separate Out-of-Work List for Welders, Journeymen, and Helpers. Members may only register on the Out-of-Work List applicable to their Job Classification.
2. When the Member is not working, and is available for work, it is the Member's responsibility to contact the Dispatch Office and place their name on the Out-of-Work List. Under no circumstances will a Member be placed on the Out-of-Work List without providing a telephone number at which the Member may be reached. It is the Member's responsibility to maintain current telephone numbers on file with the Dispatch Office, a current email address is also encouraged.
3. To be placed on the Out-of-Work List, the Member can call (918) 663-3200 and follow the instructions provided or by going to the Out-of-Work Card on the Dispatch / Jobs page of the website or using the Member's Only Login page, filling out and submitting. The phone number and website are available 24 hours a day. Members will be placed on the Out-of-Work List at the date and time the Member made the call or website entry. Members will need to leave their name, book number (or at their option, their Social Security number), and date/reason of termination (E.g., laid-off, missed welding test, quit, fired, etc.). All calls or website entries made to the Out-of-Work List after regular business hours (8:00 a.m. to 4:30 p.m.) Central Standard Time, will be processed the next business day.
4. To find your position on the Out-of-Work List, please call the automated system at (918) 610-2746 or the Dispatch Office at (918) 610-2761. The Member may also find it on the Local 798 web page in the Member's Only Login section. Please allow one (1) business day from the time you placed yourself on the Out-of-Work List before calling to find your position.

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

5. The Dispatch Office will not provide or accept any information concerning the Member from any individual calling on the Member's behalf. All communications and changes made to a Member's work record must be made by the Member. Any misrepresentation made to the Dispatch Office may subject you to disciplinary actions.

C. Obtaining a Dispatch and Removal from the Out-of-Work List

1. To assist in filling Dispatches quickly and efficiently, the Local has established a telephone Job Line (918) 610-2745. The information provided on the Job Line will identify the Job Classification, skills sought, approximate duration of the job, required welding test, location, name of the employer, start date, and whether the job is National Agreement, Intermediate Agreement or Special Agreement. The Member must be on the Out-of-Work List to apply for a job on the Job Line. Members may apply for jobs on the Job Line between 6:00 p.m. and 7:00 a.m. Central Standard Time, Monday through Friday. To apply, carefully listen to the prompts and enter your book number, (or at your option, your Social Security number), and the number of the specific job(s) to which you wish to be dispatched. Starting at 8:00 a.m. each day, Tuesday through Saturday excluding holidays, a list of callers from the previous evening's Job Line messages will be used to attempt to fill all job orders from the previous day, starting with the Job Line caller with the oldest Out-of-Work Date. The Dispatcher will make only two (2) attempts to notify each applicant.

2. If a Member applies for a job and refuses when called by the Dispatcher, the Member will be placed on the bottom of the Out-of-Work List at the date and time of refusal.

3. If the job order is not filled by calling applicants from the Job Line, the Dispatcher will call the Member at the top of the appropriate Job Classification Out-of-Work List. Members will

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

not be called for any job that requires skills or qualifications that have not been identified on the Members Out-of-Work Card. A WELDER MUST ACCEPT ANY JOB REQUIRING A DOWNHILL BELLHOLE TEST ONLY. A HELPER MUST ACCEPT ANY JOB REQUIRING GENERAL HELPER DUTIES.

4. The Dispatch will be offered to the first Member on the List who meets the qualifications of the pending job referral.

5. If the first Member on the List meeting the qualifications of the job referral cannot be reached or refuses, the next Member on the list will be called and so on.

6. The first time a Member is called off the top of the Out-of-Work List for National Agreement or Intermediate Agreement work by the Dispatch Office the Member can refuse the job and retain their place on the Out-of-Work List. If the Member is unavailable when called at the telephone number provided requiring the Dispatch Office to leave a message, the Member must return the call the same day or apply on the Job Line that evening or this will count as the Members first refusal. The following time or times a Member is called, it will be from the automated system leaving a message that there is work available. If the Member does not call back and accept a job or apply for a job on the Job Line that evening, this will be counted as the Member's second refusal and the Member will be removed from the Out-of-Work List. It is the Member's responsibility to put themselves back on the Out-of-Work List after two (2) refusals. If a Member refuses a job due to personal or family illness; the Member will be subject to the "illness" rules described in paragraph 8, below.

7. If a Member is called for work off the top of the Out-of-Work List and is working on a job in a **non-covered** task that benefits are paid on (E.g., Superintendent, Quality Assurance,

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

Office Personal, Spreadman, etc.). the Member may retain their place on the Out-of-Work List. The Member should notify the Dispatch Office when they are working on a non-covered task. At that time, the Member will be placed on the Unavailable List, when the Member is laid off; they will retain their original Out-of-Work Date.

8. If the Member refuses a job because of personal or family illness, the Member will not lose their place on the Out-of-Work List if they provide a verification from a doctor or hospital showing their own illness or that of an immediate family Member (spouse, child or parent – but not parent-in-law) within seven (7) business days from the date of the dispatch refusal. Once the Member has been placed on the Sick List, a letter from the doctor on the Member (or family Member) will be required once every year twelve (12) months in order to retain the Members position on the Sick List. If the Dispatch Office does not receive this letter, the Member will be REMOVED from the Sick List and it will be Member's responsibility to call and register on the Out-of-Work List and obtain a new Out-of-Work Date. The Member will be removed from the Sick List upon receipt by the Dispatch Office of a written release from the doctor on the Member (or family Member). At that time, the Member will be placed back on the Out-of-Work List as of their original Out-of-Work Date and will be eligible for dispatch as soon as the release is processed.

9. If the Member refuses work due to a death in immediate family (spouse, child or parent – but not parent-in-law) the Member will be required to send in an obituary showing the death in order to retain the Member's place on the Out-of-Work List. This obituary will be required within seven (7) business days of the telephone conversation.

10. When the Member is dispatched to a job by the Dispatch Office or Contractor Hired,

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

Member will be REMOVED from the Out-of-Work List effective as of the date the Member accepted the dispatch or the Dispatch Office receives a report showing the Member is working (this includes all National Agreement Pipeline work in all Locals jurisdictions), subject to reinstatement under the “300/450/600 hour” rule described in paragraph 13, below.

11. If the job orders are not filled by the Job Line or the Dispatch Office calls, the Dispatcher will contact the Local’s Business Agents to assist in filling the dispatch request, starting with the Business Agent assigned to the territorial jurisdiction of the job for which the dispatch is sought.

12. When you are dispatched to a job, you must be in route by 7:00 a.m. the next morning regardless of weekends and holidays. You must travel at least 500 miles every twenty-four (24) hours there after until arriving at the sign in location at the designated work time. If you cannot meet this time limit, you must notify the Dispatch Office to assure that there will be a job available when you do arrive. If you fail to provide the required notice or fail to sign up with the Job Steward upon arriving at the sign in location on the day specified, you will forfeit your dispatch, be REMOVED from the Out-of-Work List, and be subject to disciplinary action. If you notify the Dispatch Office within 24 hours after being dispatched that you are not going to the job, then there will be no disciplinary actions, but you will be required to call to get back on the Out-of-Work List, and you will go to the bottom of the Out-of-Work List. The Welder Foreman may request point of dispatch validation (fuel receipt, restaurant receipt, motel receipt, ect.).

13. 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, if you have worked fewer than 300 hours total on one or more consecutive jobs paying full scale under the NPLA only, you may resume the same Out-of-Work Date you had on the Out-of-Work List as of the date of your last

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

dispatch or Contractor Hire, if you notify the Dispatch Office within five (5) business days after your termination or layoff. If you work fewer than 450 hours total on one or more consecutive jobs paying full scale under the NPLA combined with jobs paying less than full scale (Special Agreement and/or Intermediate Agreement Scale), 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 or Contractor Hire, if you notify the Dispatch Office within five (5) business days after your termination or layoff. If you work fewer than 600 hours total on one or more consecutive jobs paying less than full scale (Special Agreement and/or Intermediate Agreement Scale only), 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 or Contractor Hire, if you notify the Dispatch Office within five (5) business days after your termination or layoff. All hours that benefits are paid in on will be included in the count.

14. If you quit a job, or are terminated for drug, alcohol, safety, attendance or environmental policy infractions, *or if you acquire a layoff where in your position must be replaced by dispatch*, you will be required to obtain a new Out-of-Work Date. If layoff is for medical reasons and the Business Agent in the jurisdiction of the job has approved the medical layoff or a worker compensation claim and you call in within five (5) business days of termination and work less than your time, then you will be put on the Sick List subject to the “illness” rules described in paragraph 8.

15. If you miss a welding test or have been terminated for bad welds, you may resume the same Out-of-Work Date you had, if you notify the Dispatch Office within five (5) business days (including Contract Hires or testing in another Local’s jurisdiction) (subject to paragraph 13).

16. When you hire yourself out directly to a Contractor performing pipeline work, whether or

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

not such work is within Local 798's territorial jurisdiction, you will be REMOVED from the Out-of-Work List effective as of your first day of work for the Contractor.

17. Members will NOT BE REMOVED from the Out-of-Work List if they are dispatched by a UA Sister Local Union or they hire themselves out directly to a Contractor to perform building trades or distribution work (non-pipeline work). If the Member is called from the top of the Out-of-Work List, the Member will be asked to send in a copy of a check stub from the job to retain their place on the Out-of-Work List. When the Member is laid off they must send a copy of their final check stub, including their termination date, within seven (7) business days of termination from the job. The Member will be put back to their original Out-of-Work Date as soon as the Dispatch Office can process them.

18. A Welder who has missed two (2) tests consecutively, or is terminated consecutively two (2) times for bad welds, or a combination of both, will be able to re-register on the Out-of-Work List and resume his or her place on the Out-of-Work List pursuant to the 300/450/600 hour rule set forth in paragraph 13, however the Welder will not be able to accept a dispatch until he or she requalifies on a similar test that was last failed or if run off for bad welds you shall requalify on a Bell Hole. This does not prevent the Welder from hiring out directly to the Contractor. Welders will be encouraged to contact the Local 798 Training Center for assistance, evaluation, and additional training so that they may successfully pass this test. (If you elect to, the Welder may come to the Training Center and re-qualify after missing one (1) test. One (1) missed test does not restrict a Welder from accepting a dispatch!)

19. A Helper who is terminated on two (2) consecutive jobs for inability to perform tasks that have traditionally and ordinarily been deemed as Helper work (E.g. buffing, grinding,

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.

transitioning pipe, and lifting and carrying 50 lbs. etc.) will be able to resume his or her place on the Out-of-Work List pursuant to the 300/450/600 hour rule as set forth in paragraph 13, but will not be able to accept a dispatch until he or she has completed remediation training at the Local 798 Training Center in Tulsa, OK. He or she must remain at the Training Center until the staff is satisfied that he or she can return to the field and perform traditional and ordinary Helper duties in a safe, competent manner. This does not prevent a Helper from hiring out directly to the Contractor.

20. If you are a Helper attending the 798 Training Center Down Hill Program, the Member will be placed on the Unavailable List. Once you leave the program it is the Members responsibility to contact the Dispatch Office within five (5) business days to place themselves back on the list.

D. Amendment of Policy

1. This Policy may be amended at any time by the Business Manager.
2. Amendments to the Policy will be effective upon ten (10) day's advance posted notice.

Local 798 supports the principles of equal opportunity and diversity in Membership and employment. Local 798 does not discriminate based on race, color, creed, sex, religion, national origin, age or disability.