

July 23, 1990

**PIPELINERS UNION 798
Tulsa, OK**

**INSTRUCTIONS TO JOB STEWARDS
(Rev. 4-2-15)**

Your basic duty as Job Steward is to see that our Contract is lived up to by both parties, to maintain peace and harmony on the job and to notify the Business Representative of any violations of our Contract.

...Call the appropriate Business Representative in case of contract violations.

...Call your Business Representative 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 following are basic regulations for members representing PIPELINERS UNION 798 in the capacity of Job Steward.

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

2. Steward should notify the Union Hall Dispatching Office of his/her phone number and address upon arrival at the job site.

3. Job Steward should arrive at the warehouse no later than 20 minutes prior to scheduled work time, and where it is practical he/she should always come back to the warehouse in the evening after work time everyday, 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/she should have seen all his/her hands and be abreast of any problems from the day before. After the scheduled work time he/she can sign up any new hand and then proceed to the line.

b) When he/she gets to the worksite, he/she should go to the firing line where he/she is to remain for the workday. In case something comes up during the day anyone needing to get in touch with the Steward will know where to locate him/her. This way he/she would see every hand each workday, if practical.

c) Job Steward should visit with each and every U.A. employee on said job at least once a week.

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

5. Reporting forms should be filled out completely every week of job duration. Reports should be mailed to the Local Union 798 and PIBF offices no later than Monday following preceding work week, for which they are being reported.

...**Job Steward Weekly Reporting Forms**--Steward should accurately prepare reports each week, double checking Social Security numbers, hire dates, all other pertinent information and finally the termination dates.

...**Progress Reports**--It is imperative that the weekly Progress Report is to be kept on a day to day basis in complete detail to the minute of time taken away from the job to the minute of the welding time done by all crews.

...**Deduction Authorization** (Form 798-2)--Steward should make sure each employee signs the working assessment dues deduction authorization their first day on the job.

...**Steward (Form 117) and Contractor Dues Check-Off Report (Form 118) Reports**--The Steward shall compare the employee's Social Security number, hours worked and from time to time spot check wages paid, dues withheld, etc.

6. 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 Representative immediately for further instructions.

7. At no time does a Job Steward get involved with hiring or discharging U.A. people. 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 Representative for further instructions.

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

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

9. 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.

a) 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. (At NO time will there be an exception to this rule.)

10. It is the Steward's responsibility to see that the union dispatch quota is kept in compliance with the National Agreement from the beginning of the job to the end of the job; including making sure that all premium pay jobs are divided equally between the contractor hire and the union dispatch.

11. It is the Job Steward's responsibility to check all transportation hauling U.A. 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).

12. The Job Steward should never take it upon himself/herself to cause a work stoppage or a slow down.

13. At the end of the job, the 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.

14. The Job Steward shall, at the beginning of each job, advise the hands of the following policy of the Union:

a). Members shall not harass, intimidate nor make derogatory sexual or racial remark. Violation of this policy can result in discipline up to and including expulsion.

b.) Members shall assist new members where feasible, without regard to race or sex, to familiarize them with skills, procedures, practices and safety precautions.

15. If the Job Steward receives a complaint from a Member of the Union based on the member's treatment with regard to his or her race or sex, the Steward shall immediately notify the Welder Foreman and Business Representative. The Steward shall also inform the alleged offender of the Union's policy in regard to race and sex discrimination and harassment and the Unions practice of disciplining any member determined to be guilty of such activity.

16. **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.

PIPELINERS UNION 798
P.O. Box 470798
Tulsa, OK 74147
PH: 918/622-1900 Fax: 918/627-9327