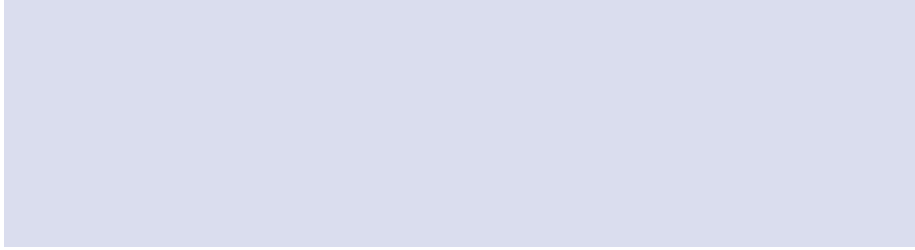


**UNION 798**  
UNITED ASSOCIATION



AFFILIATED A. F. L. - C. I. O.



## **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.
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](mailto: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](mailto: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](http://www.local798.org) under the Steward Information tab. When that page opens, scroll towards the bottom and download the Steward Pack. This folder contains the most recent versions of all documents available.

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 Information 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 Pre-job 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](mailto: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. Contributor's signature
2. Contributor's printed full name (including middle initial, if applicable)
3. Current mailing address
4. 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](http://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](http://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