

798 Handbook

Pipeliners Local Union 798





Pipeliners Local 798



Justin Wallace

Business Manager

✉ jwallace@local798.org



David Butterworth

Financial Secretary - Treasurer

✉ butterworth@local798.org

PIPELINERS LOCAL UNION 798

HANDBOOK FOR MEMBERS AND JOB STEWARDS

INTRODUCTION.....	5
PIPELINERS LOCAL UNION 798.....	6
Staff	6
ELECTED OFFICERS OF PIPELINERS LOCAL UNION 798	7
PIPELINERS LOCAL UNION 798 BUSINESS AGENTS AND ORGANIZERS	8
Business Agents.....	8
Organizing	9
Lead Organizer	9
Organizers	9
The UA Constitution and Pipeliners Local Union 798 Constitution and By-Laws	10
LOCAL 798 WEBSITE.....	11
Member Login.....	13
AMERICAN PIPELINE ACTION NETWORK.....	14
BLUE LIGHT REPORTS.....	14
LADIES OF 798	15
MEMBERSHIP IN PIPELINERS LOCAL UNION 798	16
Initiation or Re-initiation into Pipeliners Local Union 798	16
Membership Cards	16
Transfer of Membership.....	17
Honorable Withdrawal	17
CHANGE OF CLASSIFICATIONS AND/OR TRADE.....	18
Helper to Journeyman Welder.....	18
Helper to Journeyman Spacer.....	18
MEMBERSHIP DUES, WORKING ASSESSMENT DUES, AND ORGANIZING DUES	20
Regular Monthly Membership Dues.....	20
Suspension for Non-Payment of Monthly Membership Dues	20
Expulsion for Non-Payment of Monthly Membership Dues	20
Ways to Pay Your Monthly Membership Dues.....	21
Working Dues and Organizing Dues.....	21
CHARGES	22
Trials and Penalties	22
BURIAL EXPENSE BENEFIT PLAN.....	24
DECEASED TRANSPORTATION REIMBURSEMENT ALLOWANCE	25
PIPELINERS VOLUNTARY FUND.....	26
What is the Pipeliners Voluntary Fund?	26
How are Contributions for the Voluntary Fund Collected?	26
Requests for Voluntary Fund Assistance.....	26
Covered Circumstances	26
Circumstances NOT Covered	27
Assistance Amounts	27
VOLUNTARY FUND SCHOLARSHIP PROGRAMS.....	28
Who is Eligible?.....	28
Application Process.....	28
Selection Process	28
Announcement of Winners and Follow-Up Instructions	29

PIPELINERS MEMORIAL WALL.....	30
NATIONAL PIPE LINE AGREEMENT.....	31
Rig Rental.....	32
Travel Expenses.....	33
Procedure for Settlement of Grievances and Disputes.....	33
Drug and Alcohol Testing Procedures.....	34
DISPATCH	
Out-of-Work Card.....	36
Placing Yourself on the Out-of-Work List.....	36
300/450/600 Hour Rule.....	37
How to Retain Position on Unavailable List.....	37
Applying for a Job on the Job Line.....	38
Obtaining a Dispatch and Removal from Out-of-Work List.....	39
PIPELINERS LOCAL 798 TRAINING CENTER.....	40
Staff.....	40
Availability of Helper Training.....	40
Application Requirements for the Local 798 Training Center Downhill Welding School.....	40
Information Regarding Testing.....	41
PIPELINE INDUSTRY BENEFIT FUND.....	42
Staff.....	42
Overview of Benefits.....	43
Welders and Journeymen.....	43
Eligibility for Health Coverage (PIBF).....	43
COBRA.....	43
Pension Plan (PIPF).....	43
401(k) Plan.....	44
Helpers.....	44
Eligibility for Health Coverage (PIBF).....	44
COBRA.....	44
Pension Plan (PIPF).....	44
401(k) Plan.....	44
Benefits at a Glance.....	45
Medical Plan Deductible.....	45
Out of Pocket.....	45
Member Only Benefits.....	45
Active & COBRA Plan Deductibles & Coverage for Members & Qualified Dependents.....	45
Retiree and Retiree with Medicare Plan Deductibles and Coverage for Members and Qualified Dependents.....	46
3 EASY HRA FILING STEPS.....	47
RESPONSIBILITIES OF A JOB STEWARD.....	48
Job Steward Reports and Website.....	50
Manpower Report.....	51
Progress Report.....	51
Benefit Report.....	51
Voluntary Fund Report.....	52
Voluntary Fund Contribution Card.....	52
Accident Report.....	53
Assistance.....	53

INTRODUCTION

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

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.

PIPELINERS LOCAL UNION 798



Physical Address: 4823 S. 83rd East Ave. Tulsa, OK 74145

Mailing Address: P.O. Box 470798 Tulsa, OK 74147

Phone: 918-622-1900

Business Fax: 918-627-9327

Dispatch Phone: 918-610-2761

Dispatch 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 Monday-Friday, 6:00 pm to 7:00 am CST): 918-610-2745

www.local798.org

Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

Staff

Dwayne Base	<i>Maintenance Manager</i>
Jordan Brasiola	<i>Voluntary Fund/Events</i>
David Butterworth	<i>Financial Secretary-Treasurer</i>
Renaë Davis	<i>Receptionist/UA Burial Benefit</i>
Jimmy Dick	<i>Dispatcher</i>
LaDiana Hunt	<i>Working Dues/Mail/Merch</i>
Jesse Johnson	<i>I.T. Senior Web Administrator</i>
Josalyn Johnson	<i>Office Manager</i>
Tracy Lee	<i>Accounting Manager</i>
Blake McAnelly	<i>Dispatcher</i>
Rylee McClintock	<i>Dispatch</i>
Kaitlyn Midgley	<i>Membership/Organizing Admin</i>
Mark Parks	<i>I.T. Manager</i>
Liz Rogers	<i>Monthly Membership Dues/Mail/Merch</i>
Maya Sanders	<i>Working Dues/Blue Light</i>
Justin Wallace	<i>Business Manager</i>
Falyn Wilmath	<i>Dispatch</i>

ELECTED OFFICERS OF PIPELINERS LOCAL UNION 798

The officers of Local 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 (3) years per the Constitution of the United Association. A member must be in good standing with the local for two (2) years to be considered eligible to run for office and one (1) 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. The President 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. The Business Manager 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. The Financial Secretary-Treasurer 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

Business Agents

Local 798 Business Agents are the connection between the union and 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:



Jerry Dale Crabtree, Jr.

✉ jdcrabtreejr@local798.org

☎ 918-991-5341

AL, FL, GA, LA, MS, NC, SC



Todd Hartle

✉ todd@local798.org

☎ 918-230-1884

AR, IA, KS, MN, MO, MT, ND,
NE, OK, SD



Justin Head

✉ jhead@local798.org

☎ 918-398-3380

AZ, CO, NM, NV, UT, WY



Joe Gaines

✉ joe@local798.org

☎ 918-237-3573

TX



Charles Thomas

✉ cthomas@local798.org

☎ 918-313-5987

CT, DE, MA, MD, ME, NH,
NY, PA, RI, VA, VT, WV



Charles Yates, Jr.

✉ charles@local798.org

☎ 918-600-5097

IN, KY, MI, OH, TN



Joseph Torres

✉ joseph@local798.org

☎ 918-425-8321

IN, KY, MI, OH, TN

If a Business Agent can be of assistance to you at any time, 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.)

Organizing

Local 798 Organizers serve the local union by recruiting contractors and skilled workers to join. Local 798 Organizers can be reached as follows:

Lead Organizer



Ralph "Barky" Zoller

✉ ralph@local798.org
☎ 539-235-4610

Organizers



Cassidy Croley

✉ cassidy@local798.org
☎ 539-235-4487



David Hall

✉ dhall@local798.org
☎ 918-425-8935



Marcus Milstead

✉ marcus@local798.org
☎ 918-230-6177



Jacob Wallis

✉ jacob@local798.org
☎ 539-235-4514

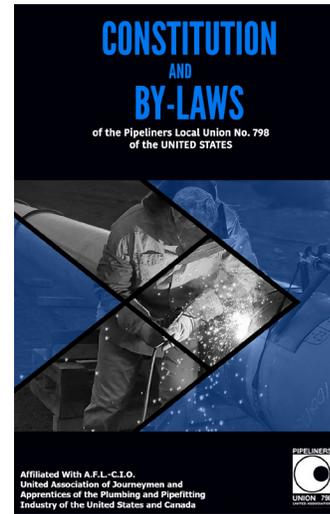
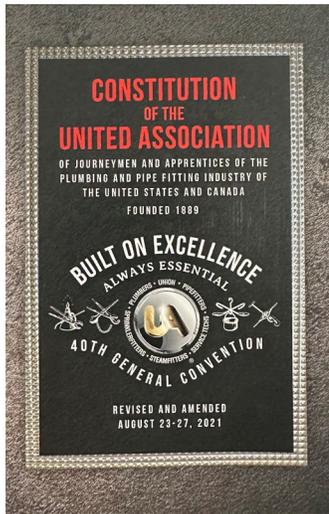


Mickey Westerman

✉ mickey@local798.org
☎ 918-230-6896

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

All new members of Local 798 receive a copy of the Constitution of the United Association and the Local Union 798 Constitution and By-Laws. Hard copies of both documents are available upon request from the Local 798 office, electronic versions can be found on the Local 798 website.



LOCAL 798 WEBSITE

The Local 798 website is designed to help members to find important information quickly and easily. 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 within the categories at the top of the page, including Home, About, Dispatch, Information, Voluntary Fund, Miscellaneous, Apply for Membership, Member Login, and Shop.

Home – Click to be taken to the home page from anywhere on the website.

About

- ◆ **Overview** – Provides brief overview of Local 798.
- ◆ **Values** – Provides values of Local 798.
- ◆ **Elected Officers** – A listing of Local 798 elected officers and their bios.
- ◆ **Business Agents** – A listing of Local 798 Business Agents, the regions they oversee, their contact information, and bios.
- ◆ **Organizers** – A listing of Local Union 798 Organizers, contact information, and bios.
- ◆ **Dispatcher** – Local 798 Dispatcher's contact information and bio.

Dispatch

- ◆ **About** – Provides a brief overview of the Local 798 Dispatch office and contact information.
- ◆ **Pre-Jobs** – A listing of the current pre-jobs.
- ◆ **Jobs Listing** – A listing of current jobs available or recently filled by Dispatch.
- ◆ **Building Trades** – An overview of building trades work.

Information

- ◆ **Contracts** – A listing including the National Pipeline Agreement, current wages and fringes, Alcohol Misuse Abuse Policy, Substance Abuse Policy, etc.
- ◆ **Contractors** – A listing of all signatory union contractors with whom we currently do work, including their home office contact information.
- ◆ **Training** – Overview of the Local 798 Training Center and contact information.
- ◆ **News** – Announcements, current events, meeting and election notices, or news articles that have been published on the home page.
- ◆ **Member Information** – Downloads for frequently used forms such as, change of phone or address, out-of-work card, and beneficiary form, etc. Also includes important documents such as the Local 798 Constitution and By-Laws and UA Constitution, and Dispatch Policies.
- ◆ **Steward Information** – Includes instructions for Job Stewards, steward pack instructional videos, and the latest version of the steward pack available for download.

Voluntary Fund

- ◆ **About** – Provides a brief overview of the Pipeliners Voluntary Fund.
- ◆ **Memorial Wall** – Includes information about the memorial wall and a form to request an engraved paver.
- ◆ **Scholarships** – Details about the scholarship programs provided by the Pipeliners Voluntary Fund and how to apply.
- ◆ **Scholarship Winners** – Celebrates the scholarship winners.

Misc.

- ◆ **Media** – Photos submitted by members.
- ◆ **Blue Light** – View the current and previous issues of the Blue Light Reports.
- ◆ **Blue Light Submission** – Submit a “Thank You” message to be published in the Blue Light Reports.
- ◆ **Swap & Sell** – Current items for sale or trade are available and are updated regularly. Anyone wishing to submit an item for sale or trade should click the “Register” button at the bottom of the page and complete the form to become a registered Swap & Sell member. Once registered, log in to create a new Swap & Sell listing. The user dashboard is where a new listing can be created, or previously listed items can be managed. Click “Add a New Listing,” complete the form, and finish by clicking “Place Listing.” Once completed, the listing will be reviewed by the office staff and placed on the website for 60 days. Please allow 24-48 hours for review. The Blue Light Reports Swap & Sell section will also feature the listing.
- ◆ **Service Awards** – A listing of members who have achieved 25 or more consecutive years of membership and submitted a photo to the Local 798 office.
- ◆ **Obituaries** – A listing of members who have passed away categorized by year of death.
- ◆ **ABFCU** – Credit Union membership is available through Arkansas Best Federal Credit Union. This page outlines the basic advantages of being a member, FAQs, as well as articles of interest.
- ◆ **Trust Company of Oklahoma** – A link to the Trust Company of Oklahoma login page to view and manage 401(k) accounts.

Apply for Membership – A brief description of requirements to obtain membership as a Welder, Journeyman or Helper, including a link to the pre-qualifying application.

Member Login – Provides members access to information relevant to their membership with Local 798. More information on the Member Login section is provided below.

Shop – Purchase Local 798 merchandise such as jackets, t-shirts, hats, and miscellaneous items that show off your Local 798 pride!

- 1 Members can register for an account in the Member Login section of the Local 798 website. Once registered, members can make changes to contact information such as address, phone, and email address. **(It is important that Local 798 has the most recent and correct contact information on file at all times.)** Members may also view their work history and hours worked, view the amount of working assessments and organizing fees paid, find dues paid-through date and past payments, if applicable, and pay monthly dues. Additionally, members may check their position on the out-of-work list and apply for jobs on the job line.
- 2 To register in the Member Login section, visit the website at www.local798.org. Click on Member Login, then click “First Time Login Setup.” Enter an 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, and a phone number currently on file with the Local (do not put a 1 in front on the phone number). Click “Setup New Account” to confirm the information and wait for a response. You should receive an error message or a message that the setup was successful. If you receive an error message, please try again, and if still unsuccessful, contact the Local 798 office by phone at 918-622-1900 for assistance.

Please take the time to become familiar with the Local 798 website and the Member Login. We are constantly updating the site to serve our members better.

AMERICAN PIPELINE ACTION NETWORK

As a dedicated member of Local Union 798, our advocacy for pipeline projects is critical to bring our story to decision-makers and the communities where we work. Therefore, we have created the American Pipeline Action Network 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 encourage elected officials and decision-makers with a united 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, Director of Organizing, Dispatcher, and the PIBF Director. Other notices, such as membership meeting notices, information about officer elections, Steward School, and scholarships, may be included.

The **Short and Personal** pages provide a section 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 and Sell** section provides a place for members to sell items of interest to other members. **In Memoriam** is a list of members who have passed away since the last publication. **Retirements** is a list of members who have retired since the last publication.

All items submitted for publication in the Blue Light must be in writing. Please mail the submission to the office or email it to information@local798.org.

Ladies LADIES OF 798

The Ladies of 798 is a 501(c)(3) charitable organization officially chartered by the United Association in 2009 as an auxiliary to Pipeliners Local Union 798. Comprised of pipeline spouses of all union trades, the Ladies of 798 represent their organization with integrity, dedication, caring, and loyalty. They 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 the organization are always accepting new members who want to be associated with the organization and who share the same vision of making their group successful.

The Ladies of 798 auxiliary is truly an asset to Pipeliners Local Union 798, and their good works are greatly appreciated! More information about 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

To apply for new membership or to reinitiate in Local 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 “Apply,” complete the information, and click submit. Local 798 will only review applications when members are needed for current or future work.

Applications will be kept on file for six (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 completing 80 hours (Welder/Spacer) or 160 hours (Helper), the applicant must request an Application Request Form from the Job Steward. The completed Application Request form must be sent to the Local 798 office via fax at 918-627-9327, email at information@local798.org, or mail at P.O. Box 470798, Tulsa, OK 74147-0798.

When Local 798 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 with payment for the initiation fee and dues. 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, and the initiation fee for Welder or Journeyman membership is \$2,000. The initiation fee is payable in full, and 1 month dues are also to be sent along with the completed application packet.

After completion of their first job, new Welder members must contact the Local 798 office to schedule a downhill welding test at the Local 798 Training Center before they are eligible to register 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. 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 transfers are processed in accordance with the procedures of the UA Constitution. Applicants must be paid up to date all legal and valid financial obligations to the local union. Requests for transfer of membership to or from Local 798 should be made in writing and directed to the Business Manager of Local 798.

Honorable Withdrawal

An honorable withdrawal card shall only be issued to members who have been in continuous good standing for at least two (2) years immediately preceding the date of a request for withdrawal. Additionally, you must be in good standing with your membership dues paid through the current month. 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 their membership in Local 798 in accordance with the procedures of the UA Constitution.

To apply for an honorable withdrawal, a member must contact the Local 798 office; complete an application, turn in their current membership card and pay \$100 to begin the withdrawal and pay \$100 every year thereafter. Note: 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 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.

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 test deposit to Local 798. This \$100 deposit will be applied toward a \$800 test fee when you show up for your test date.
- 2 You will need to come to the Local 798 office two (2) days prior to your scheduled test day and pay the \$700 test fee balance before going to the Training Center for your three (3) practice tests.
- 3 Once the applicant passes the downhill welding test, the \$800 test fee will be applied toward the change of classification fee. The change of classification fee is the difference between the \$2,000 Welder initiation fee, and the initiation fee paid for the Helper membership. In most cases, this is \$800.
- 4 Complete a new out-of-work card to be eligible to register on the out-of-work list.
- 5 Complete a Change of Classification Policy acknowledging that the member will be allowed one upgrade to Welder or Journeyman once every twelve-month period.
- 6 If you fail the test, your \$800 test fee is forfeited, and you must wait 30 days before taking another test.

Helper to Journeyman Spacer

- 1 Request a packet from the Local 798 office for a change of classification from Helper to Journeyman. The packet will include 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 Applicants must have worked 3,000 Helper hours in the last ten (10) years.
- 3 Applicants must have worked 500 Journeyman hours in the pipe gang during the last two (2) years that are recorded at Local 798 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. In most cases, this is \$800. You must also 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, AND ORGANIZING DUES

Regular Monthly Membership Dues

All active and retired members -- Welders, Journeymen, and Helpers -- must pay monthly dues to maintain membership in Local 798 and the United Association. 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 years of continuous membership, they are no longer required to pay monthly dues. Contact the Local 798 office for specific monthly dues rates, or for more information about dues.

Suspension for Non-Payment of Monthly Membership Dues

A member owing more than three (3) months of monthly dues will automatically be suspended from membership and assessed a \$50 reinstatement fee. Ultimately, it is the member's responsibility to keep track of 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 suspended, the member is no longer eligible to vote on any union business or for the UA Burial Benefit. A suspended member returns to good standing, and the suspension is lifted by the payment of a \$50 reinstatement fee as well as the payment of all back dues through the current month. A suspended member must pay the \$50 reinstatement fee before any dues can be paid. Upon payment of the \$50 reinstatement fee and payment of all back dues through the current month, the member shall be entitled to attend local union meetings with voice and vote and be eligible for the UA Burial Benefit.

Expulsion for Non-Payment of Monthly Membership 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 and email before being expelled. 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, the expelled must pay a new initiation fee before reinitiating. Expelled members who wish to reinitiate should contact the Local 798 office for details.

Ways to Pay Your Monthly Membership Dues

Monthly dues can be paid online at www.local798.org via the Member 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 in person at the Local 798 office. Once paid, a receipt will be mailed or emailed to you if you prefer.

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 computer. Contact the Local 798 office immediately if you have questions regarding an online payment.

Working Dues and Organizing Dues

The Local 798 Constitution and By-Laws require each member to pay working dues in addition to regular monthly membership dues. Working dues are the equivalent of 3% of a member’s weekly gross wages for all classifications. Members will have working dues withheld from their paycheck while working for a signatory contractor on a Local 798 job site. Each member will need to sign an Authorization Form, which is provided on the job by the Job Steward. In the same manner, organizing dues consisting of \$0.50 per hour paid will 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.

An ongoing statement of dues remitted can be found on the Local 798 website in the Member Login section. A yearly statement will be emailed or sent by U.S. mail when requested after mid-February the following year.

CHARGES

Trials and Penalties

Under the UA Constitution, when a member breaks their obligation to the United Association or the local union, charges may be brought against them by any member of the UA in good standing or by any local union of the UA that has personal knowledge of the offense committed.

The Form for Filing Charges is to be filled out by the charging party to state the nature of the offense, time and place of the occurrence, naming the witnesses and all other supporting evidence or documentation. The charge will be read at the next scheduled Local 798 regular membership meeting. A majority vote of members in attendance at the meeting is required to accept the charges. Upon acceptance of the charges, a copy of the charges shall be immediately sent to the accused at the last known address on file with the Local 798 office.

The charges will then be referred to the Executive Board for trial. The trial shall be conducted in accordance with the United Association Constitution and the UA Manual of Disciplinary Procedures. The Executive Board shall determine whether the accused is guilty or not guilty of the charges 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 Executive Board will report its determinations to the membership at the next scheduled Local 798 regular 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 reinitiation fee among the conditions that the expelled member must meet to be reinstated.

Any fines assessed as a result of charges must be paid before a reinstatement fee or 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 XVIII, Section 2, and in accordance with the Dispatching and Out-of-Work Policies Section C, Paragraph 12)
- ◆ **Working Non-Union** (UA Constitution Section 153 and Section 196 (a) and Local 798 Constitution & By-Laws Article XVIII, Section 6)
- ◆ **Failure to Pay Lodging** (Local 798 Constitution & By-Laws Article XVIII, 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. As the charging party, your participation is **REQUIRED** at the hearing. If you are unable to attend in person, you must be available for a video conference. The failure of the charging party to appear in person, or via video conference, the hearing may not proceed, and no evidence may be presented. If you cannot attend in person and would like to schedule a video conference, please call the Local 798 office. Additionally, please write a letter to the Executive Board stating the complete details concerning these charges. You are also responsible for notifying your witnesses of the date and time of this hearing, so they may be present, or submit their information to the Executive Board.

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.

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 shall be paid.

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

- 1** To the funeral home, if there are unpaid amounts owed for burial expenses.
- 2** To the person who paid the burial expenses for the member.
- 3** To any living beneficiary listed on the UA Burial Expense beneficiary card (any beneficiary cards completed by members are kept on file at the office of the member's local union) if different from the person who paid the funeral bill or if burial expenses were prepaid by the member.
- 4** To the member's estate, if the member's designated beneficiary is not living at the time of the member's death, the member prepaid expenses, and an estate has been established;
- 5** If none of the above apply, 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 spouse, children, parent, siblings, estate. If two or more persons become entitled to payment, the benefit will be divided equally among them.

For Local 798 to file for monetary burial benefits, we need a **copy of a certified death certificate** and a **copy of the itemized funeral bill**. If the funeral bill has been paid, we will need a copy of the funeral 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 twelve (12) weeks for payment.

Time period for filing claims: An application for Burial Expense Benefit must be received by the United Association within three (3) years of the Member's death. If you have any questions regarding the Burial Expense Benefit Plan, please contact the Local 798 office.

DECEASED TRANSPORTATION REIMBURSEMENT ALLOWANCE

In the unfortunate event of an active member's death while employed by a UA contractor and away from their permanent residence, the next of kin (responsible for payments) may apply for assistance with transportation and coroner costs to return the deceased to their home. This is subject to validation through an itemized invoice from the funeral home, with a maximum reimbursement of \$5,000. Please note that this allowance does not cover funeral expenses. The following guidelines apply:

- ◆ The deceased must have been an active member in good standing at the time of death.
- ◆ The deceased must have been employed by a UA contractor at the time of death.
- ◆ The location of death must be at least 100 miles away from the member's permanent residence.
- ◆ The death must have occurred away from the jobsite.
- ◆ Reimbursement covers transportation costs by land or air.
- ◆ An itemized invoice from the funeral home is required for validation of transportation costs.
- ◆ Coroner costs incurred away from home, with an itemized invoice for reimbursement.

PIPELINERS VOLUNTARY FUND



What is the Pipeliners Voluntary Fund?

The Pipeliners Voluntary Fund was established in 1967 and obtained 501(c)(3) status to become an official charitable organization in 2001. The Pipeliners 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 their first contribution. Members who are not working but wish to contribute can do so on the Local 798 website at www.local798.org, or by sending a check or money order to the Local 798 office, made payable to the Pipeliners Voluntary Fund.

Requests for Voluntary Fund Assistance

- 1 Only active members of Local 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 Local 798, or anyone actively working in the pipeline industry who has contributed to the Voluntary Fund.
- 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.

Covered Circumstances

- ◆ Extended illness, hospitalization, or surgery for the member or immediate family member (spouse, dependent child).
- ◆ Missed covered work, either pipeline or building trades, due to illness or death in the family that requires the member to leave a job.
- ◆ Loss or significant damage to property due to fire, tornado, hurricane, flood, etc.
- ◆ Out-of-pocket expenses while on a job away from home, or on the way to or from a job, for

immediate transportation arrangements to continue working.

- ◆ Non-members and members of other local unions or crafts that contribute to the Pipeliners Voluntary Fund.

Circumstances NOT Covered

- ◆ Funeral expenses for extended family members (sibling, parent, grandparent, aunt, uncle, cousin, etc.).
- ◆ Work truck in the shop or any typical damage insurance would typically cover.

Assistance Amounts

- ◆ Voluntary Fund assistance for approved requests for members will be \$1,500.
- ◆ Voluntary Fund assistance for approved requests for non-members will be \$1,200.

VOLUNTARY FUND SCHOLARSHIP PROGRAMS

The Voluntary Fund awards the following scholarships annually:

- ◆ Harry H. Faucett Jr Scholarship Program – (1) \$7,500 scholarship
- ◆ George M. Lambert Scholarship Program – (10) \$3,000 scholarship

Who is Eligible?

Members of Local 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 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 their college level courses while seeking a Bachelor's or Graduate degree.

Application Process

Each applicant will need to submit a completed application, two (2) letters of recommendation (completed by someone other than a relative, such as a professor, advisor, supervisor, etc.), appropriate official transcripts, and an essay of 250-500 words. Upon completion of the fall semester, it is the obligation of the student applicant to ensure that their school's registrar submits their official transcript for the semester to the Director of the Pipeliners Voluntary Fund by the submission deadline. Application deadlines typically fall in late January.

All scholarship information and forms can be found on our website in the Voluntary Fund, Scholarships section.

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 their 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 by U.S. mail to the address provided on the scholarship application. If an applicant needs to update an address, they will need to notify the Local 798 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 award checks will not be mailed until all required items have been received from all winners.

PIPELINERS MEMORIAL WALL

Donated by the Ladies of 798, the Pipeliners Memorial Wall stands in honor of those who paid the ultimate sacrifice in the pipeline profession. To request an engraved paver, please complete a Memorial Wall Donation form. The form can be found in the Voluntary Fund section of the Local 798 website, or you may also call the Local 798 office to request a form. Donations can be made to the Pipeliners Voluntary Fund, earmarked Memorial Wall.



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 effective June 5, 2023 through May 31, 2026. The NPLA will be mailed to each Member every three (3) years when updated. An additional hard copy of the NPLA is available upon request from the Local 798 office, the electronic version can be found on the Local 798 website.



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

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 Pre-job 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.

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?

Once the IRS posts a bulletin with the current updates, we post them on our website and notify the Business Agents and PLCA.

What does a “usable welding rig” consist of?

Rented welding rigs must, at a minimum, have a legally operable, mechanically sound truck, 200 amp or larger engine drive welding machine, 100 ft. of lead, 100 ft. of ground, 100 ft. of oxygen/ acetylene hoses including hand torch, gauges and bottle racks, 100 ft. extension cord, and a grinder.

Is my welding rig paid for waiting time (holidays/days knocked off before scheduled work time)?

No.

If you are being paid the dry rate, when should you fuel your truck?

Only during normally scheduled work hours.

Who should compensate me for damage occurred to my truck during work hours?

If a welding rig is damaged on the job during working hours, the Employer shall reimburse the Employee for the reasonable costs of repairs for damage resulting from Employer direction and/or work assignment but in no event shall the Employer be responsible for the cost of repairs if the damage was caused by Employee negligence or failure to operate in a safe manner. Employers are not responsible for the costs associated with standard maintenance, upkeep, or typical wear and tear to the rig. Employer is not required to pay for repair costs unless a written invoice or estimate of repairs/costs is provided. Employee shall attempt to settle third-party damage claims independently through his or her insurance before requesting reimbursement from the Employer.

Should my rig check be taxed, and should I receive a separate check?

The payment for your rig should not be taxed and you should be paid this on a separate check.

Should I receive a 1099 from the company for money paid for my rig rental?

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

Procedure for Settlement of Grievances and Disputes

Most of the issues that occur on the jobsite can be settled following Article XIX of the NPLA. The first steps 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 or she has a grievance shall first take the matter up with the Welder Foreman.
- 2 If the matter is not satisfactorily adjusted by the Welder Foreman, the grievance shall be referred to the Job Steward. The Job Steward and the Welder Foreman will attempt to resolve the grievance.
- 3 If the grievance is not settled between the Job Steward and Welder 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 Procedures

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 Union 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 Pre-job 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.

When an employee fails a pre-employment screening what are they paid?

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.

What if a pre-employment Drug test is administered and you cannot work (stand down) until the test is returned?

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.

What happens if an employee fails a DOT drug screen?

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.

When can an employee be tested for reasonable suspicion?

When one or more trained supervisors or employees in Alcohol and Awareness makes a decision, testing is required based on the signs and symptoms of the employee's they may do a random test.

When can an employer do a Drug Test?

Pre-employment, Random, Post-Accident, Reasonable Suspicion, Return-to-Duty and follow-ups.

When can an employer do an Alcohol test?

Post-Accident, Reasonable Suspicion, Return-to-Duty and follow-ups.

When can an employer do a direct observation drug screen?

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. A member can log into the Member Login to complete an out-of-work card under the “Out of Work” tab. An out-of-work card can also be obtained from the Local 798 website at www.local798.org under the Member Information section, or by calling 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 and update your skills, 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. If you choose to use your members’ login, the signature is implied through your login credentials.

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 or through the Member Login page. Each time you update your out-of-work card, you must check ALL skills you are willing to perform. Your changes will take effect 48 hours after receipt by the Dispatch office of your new out-of-work card

Placing Yourself on the Out-of-Work List

To register on the out-of-work list, you may complete 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 automated system will prompt you to enter your book number and/or social security number, your date of termination, and your reason for termination. After entering your information on the automated 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.
- 2 Fewer than 450 hours total on jobs paying full scale under the NPLA combined with job(s) paying less than full scale.
- 3 Fewer than 600 hours total on jobs paying less than full scale only.

All hours worked will be included in the count. The scale is based on wages only. Hours DO NOT reset at the beginning of the year. Hours will reset if you have worked more than 300/450/600 hours according to the hour rule outlined in the Dispatch and Out-of-Work Policies or if you quit a job or are terminated for drug, alcohol, safety, attendance, or environmental policy infractions, etc. or if you acquire a layoff where your position must be replaced by Dispatch.

Example: If your last Out-of-Work date is 11/1/2022 (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 11/1/2022 (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 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 Unavailable 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 unavailable list.
- 2 To be placed on the unavailable 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 unavailable 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 unavailable list, a letter from your (or your family member's) doctor will be required once every twelve (12) months in order to retain your position on the unavailable list.

- 4 If the Dispatch office does not receive this letter, you will be **REMOVED** from the unavailable 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 unavailable list 48 hours after 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 hours 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 or bid online when seeking employment. The job line number is 918-610-2745 and online bidding is registered through the Member Login. 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 in chronological order (i.e. 1, 2, 3, etc., not the pre-job number).
- 4 Starting at 8:00 a.m. each day (Tuesday through Saturday, excluding holidays), a list of applicants 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 applicant 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 receive a call 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 The most common reason for not having your bid registered is a member not listening to the instructions provided.
 - A Always listen carefully after entering 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 will end the call. You must press the appropriate job number(s) (i.e., 1, 2, 3, etc.) to apply.

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. If you are unsure if hours count, please call the Dispatch office to clarify.

PIPELINERS LOCAL 798 TRAINING CENTER



Address: 4835 S. 83rd East Ave. Tulsa, OK 74145-6909

Mailing Address: P.O. Box 470950 Tulsa, OK 74147-0950

Phone: 918-622-0210

Training Center Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

Director of Training: Farron Hollabaugh

Cell Phone: 918-244-0648

Email: farron@pibf.org

Apprenticeship Coordinator: Joe Bigley

Office Phone: 918-574-6248

Email: joe@pibf.org

Staff

Jeffrey Clark
Justin Fromme
Parker Hollabaugh

Kelly Jellison
Rusty Long

Availability of Helper Training

An application for membership must be submitted on the Local 798 website under the “Apply for Membership” tab. After submitting an application, an appointment must be made with the Local 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, brushing of the welds, as well as general terminology regarding tools and items related to general Helper duties and responsibilities (e.g., welding rods, grinders, power tools). Individuals must be able to perform all general Helper duties in all environments.

Application Requirements for the Local 798 Training Center Downhill Welding School

The requirements for an application to the Local 798 Downhill Welding School as a 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 (1) 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 are reviewed. There are three (3) classes each year, one beginning in January, one in May, and one in September. **The number of classes is subject to change based on the number of applicants and Local 798 man-hours.** Application requests shall be made in writing to the Training Director by email, 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 (2) days prior to the test date and complete three (3) 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" Arc 80 remainder with a puddle cap.
- 2 All recertifications and UA tests are taken at Local 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 Requalifying testers are eligible to be paid a \$500 per week stipend check for a maximum of two (2) weeks per twelve (12) month period.
 - E If a welder member has been on the out-of-work list, six (6) months or more, they are eligible to receive \$500 per week for a maximum of two (2) weeks per twelve (12) month period to practice. This only includes pipeline welding procedures and not building trades certs. This also includes requalifying week paid also.
- 3 The Training Center also offers 6G and 12 on 12 branch instruction and practice. All the latest welding processes, hand-held wire and stick filler metals used in the pipeline industry are available.
- 4 UA Certification practice and test is available with appointment, please call ahead and ensure a booth is available.

PIPELINE INDUSTRY BENEFIT FUND



4845 S. 83rd East Ave. Tulsa, OK 74145-6909
P.O. Box 470950 Tulsa, OK 74147-0950
Phone: 918-280-4800
PIBF Fax: 918-280-4899
Pension Fax: 918-280-4895
www.pibf.org

Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

Staff

Renée E. Vause *Director*
Elizabeth Fox *Assistant to the Director*

Accounting

Amber Troyer *Controller*
David Butts *Senior Accountant*
Michelle Ruiz *401(k)*
Lesli Ott *Cash Receipts/Accounts Payable*
Wendi Taylor *Pension Maintenance*

Claims/Front Desk

Kimberly Brasiola *Claims Manager*
Samantha Goff *Claims Processor*
Denny Huggins *Dependent Records Coordinator*
Liz Jewell *Senior Claims Processor*
Michelle Landtroop *Electronic Data Coordinator*
Brooke Stephens *Claims Processor*
Lisa Willis *HRA Claims/Receptionist*
Ashleigh Bozone *HRA Claims/Receptionist*

Job Control/Pensions

Chad Williams *Pensions & Contributions Manager*
Tabitha Bruner *Pensions/Stewards*
Michelle Davis *COBRA/Eligibility*
Stephanie Holloway *I-Remit/Contractors*

Maintenance

Kelly Jones *Maintenance Assistant*
Robert Sanchez *Maintenance Assistant*

Operations/I.T./Mailroom

Steve Rowden	<i>Operations Manager</i>
Jeff Parks	<i>I.T. Manager</i>
Will Clark	<i>I.T. Support</i>
Melissa Turner	<i>Mailroom</i>
Abigail Butts	<i>Scanning</i>
Kristin Coleman	<i>Scanning</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 of June 2, 2025. 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 (SPD). Please contact the Fund Office if you wish to obtain a copy of the SPD. You may also go to the Funds' website at www.pibf.org to get a copy. If you have specific questions, please call the Fund Office at 918-280-4800.

Welders and Journeymen

Eligibility for Health Coverage (PIBF)

- ◆ Initial Coverage requires 800 hours within a 12-month period
- ◆ Coverage begins the 1st day of the month the Member works the 800th hour
- ◆ The first 800 hours provide 6 months of coverage and every additional 120 hours provide 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
- ◆ A Member will have to requalify with 800 hours if the member has a 60-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 \$4,000.00 yearly under the Health Reimbursement Arrangement (HRA) for medical expenses not covered by the plan

COBRA

- ◆ Single coverage is \$675 per month
- ◆ Family coverage is \$1,785 per month
- ◆ COBRA can be purchased for 18 months under most circumstances
- ◆ COBRA can be extended up to 29 months in some disability situations
- ◆ COBRA can be purchased for dependents for 36 months as the result of certain qualifying events

Pension Plan (PIPF)

- ◆ Minimum requirement for a vesting year is 400 hours
- ◆ Requires 5 vesting years to earn a PIPF Pension (refer to the SPD for break in service rules)
- ◆ 1,200 hours provides a full credit year = \$265.00
- ◆ 1,800 hours provides 1½ credit year = \$397.50

- ◆ 2,080 hours provides 1¾ credit year = \$463.75 (through 2027)
- ◆ 2,200 hours provides 2 credit years = \$530.00 (through 2025)

401(k) Plan

- ◆ Immediate vesting
- ◆ Employer contribution rate \$8.50 mainline work
- ◆ Employer contribution rate of \$4.60 for work in “A” states
- ◆ Employer contribution rate of \$4.84 for work in “B” states
- ◆ Employee can make deduction election on each job
- ◆ Employee can contribute \$24,500 per year in 2026
- ◆ Employees aged 50 and over can contribute an additional \$8,000 per year in 2026
- ◆ Employees aged 60-63 can contribute an additional \$11,250 per year in 2026

Helpers

Eligibility for Health Coverage (PIBF)

- ◆ Initial Coverage requires 800 hours within a 12-month period
- ◆ Coverage begins the 1st day of the month the Member works the 800th hour
- ◆ The first 800 hours provide 6 months of coverage and every additional 120 hours provide 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
- ◆ A Member will have to requalify with 800 hours if the member has a 60-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 \$4,000.00 yearly under the Health Reimbursement Arrangement (HRA) for medical expenses not covered by the plan

COBRA

- ◆ Single coverage is \$675 per month
- ◆ Family coverage is \$1,785 per month
- ◆ COBRA can be purchased for 18 months under most circumstances
- ◆ COBRA can be extended up to 29 months in some disability situations
- ◆ COBRA can be purchased for dependents for 36 months as the result of certain qualifying events

Pension Plan (PIPF)

- ◆ Minimum requirement for a vesting year is 400 hours
- ◆ Requires 5 vesting years to earn a PIPF Pension (refer to the SPD for break in service rules)
- ◆ 1,200 hours provides a full credit year = \$176.00
- ◆ 1,800 hours provides 1½ credit year = \$264.00
- ◆ 2,080 hours provides 1¾ credit year = \$308.00 (through 2027)
- ◆ 2,200 hours provides 2 credit years = \$352.00 (through 2025)

401(k) Plan

- ◆ Immediate vesting
- ◆ Employer contribution rate \$3.33 mainline work
- ◆ Employer contribution rate of \$1.21 for work in “A” and “B” states
- ◆ Employee can make deduction election on each job

- ◆ Employee can contribute \$24,500 per year in 2026
- ◆ Employees age 50 and over can contribute an additional \$8,000 per year in 2026
- ◆ Employees aged 60-63 can contribute an additional \$11,250 per year in 2026

Benefits at a Glance

Quick Summary of Your Pipeline Industry Benefit Fund (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 of healthcare expense you must pay before the PIBF begins to allow payments. Once the \$500.00 individual deductible; or \$1,000.00 family maximum 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 \$1,000.00 family maximum deductible; however, \$500.00 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 the 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% of 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's covered medical expenses have met the \$5,000.00 in-network or \$7,500.00 out-of-network, out-of-pocket limit during a calendar year, all remaining expenses are paid at 100%.

Member Only Benefits

- ◆ Death Benefit – \$20,000.00 (Active only)
- ◆ Dismemberment & Loss of Sight Benefits – \$5,000.00/\$10,000.00 (Active only)
- ◆ Weekly Disability Benefit – \$250.00 weekly, up to 26 weeks (Active only)
- ◆ Hearing Aid Benefit – \$1,000.00 toward the cost of hearing aid(s) (Active only)
- ◆ Prescription Welding Hood Lenses – \$75.00 every calendar year (Active, COBRA)
- ◆ Laser/Lasik Surgery – \$1,000.00 toward the cost of vision correction surgery (Active, COBRA)
- ◆ Physical Exam Benefit – \$200.00 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 \$500.00 individual deductible or a \$1,000.00 family maximum deductible every calendar year. After the 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 \$5,000.00 on in-network expense and \$7,500.00 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 services are subject to a \$100.00 individual deductible every calendar year. After deductible, PIBF will pay 80% on in-network expense, or 70% on out-of-network

expense up to \$1,000.00 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 \$200.00 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 Sav-Rx and has a \$100.00 individual deductible or a \$200.00 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. Effective January 1, 2019, after deductible, PIBF will pay 80% when a 90-day supply for a maintenance prescription is purchased at a participating pharmacy in the Sav-Rx network.
- ◆ 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 for Members and Qualified Dependents

- ◆ The Retiree Medical plan has a \$500.00 individual deductible or a \$1,000.00 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 \$5,000.00 on in-network expense and \$7,500.00 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). 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 \$5,000.00 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 \$500.00 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 \$250.00 per person, or a \$500.00 family maximum every calendar year and is administered by Sav-Rx. After deductible, PIBF will pay 70% on prescriptions purchased at the counter and 80% on prescriptions purchased through the mail service. Effective January 1, 2019, after deductible, PIBF will pay 80% when a 90-day supply for a maintenance prescription is purchased at a participating pharmacy in the Sav-Rx network. The pharmacy plan deductible is separate from the PIBF medical plan.
- ◆ 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 is 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 \$50.00 per visit, up to a maximum of \$1,000.00 per person; per calendar year.
- ◆ Non-Surgery Related Physical/Occupational Therapy, Biofeedback, or Pulmonary Rehab Benefit – PIBF will pay \$100.00 per visit.

- ◆ Sterilization Benefit – This benefit is available for the PIBF Member or dependent spouse only. PIBF will pay a maximum of \$1,000 for all expenses related to a vasectomy.
- ◆ Female Sterilization – Subject to medical deductible and co-insurance

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

- ◆ HRA filing deadline is April 15th for the previous year.
- ◆ 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 and forms 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 The Job Steward should be very knowledgeable about the National Pipe Line Agreement. It should be a practice of the Job Steward at the beginning of the job to read the NPLA in its entirety, as a refresher.
- 2 The Job Steward should notify the Dispatch office of their email, 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, they should always come back to the warehouse in the evening after work time every day, checking on any calls, drag-ups or issues in general.
 - A The Job 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, they should have seen all hands and be abreast of any issues from the day before. After the scheduled work time, the Job Steward can sign up any new hand and then proceed.
 - 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 Job Steward will then know where to locate them. This way they 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 their 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 Job 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 Job 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 submitted 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 Job Steward for recommendations of people to hire, the Job 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 their 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 their 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 Job Steward should notify the Welder Foreman immediately. The Job 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 themselves to cause a work stoppage or a slowdown.

- 14 At the end of the job, the Job Steward needs to be sure that all paperwork has been completed and all reporting forms are submitted 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 Job 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 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 to be used for each job will be sent to the Job Steward by the Dispatch office at the beginning of each job.

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 have questions about specific 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 the Dispatch office during normal business hours and someone will walk you through it.

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. 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.

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 their self on the out-of-work list and submit a doctor's statement indicating they are currently unable to work. Once released by the doctor (and before the member can accept a job from the Dispatch office), they must submit the doctor's release to the Dispatch office via fax 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).

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 the fields of this form in detail.

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. Local 798 compares the Job Steward's Benefit report with the contractor's Benefit report. Discrepancies are brought to the Job Steward's attention to make sure all information is correct. If a Job 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. Thus, report will always be a week behind all other reports.

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 the Pipeliners 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 to that week should be listed on the report.
- ◆ Receipts must be issued for each contribution received using the Voluntary Fund receipt book(s). The Job Steward must list each member's name, book number, and the amount they 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 the money collected, and the report submitted to the Local 798 office 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 9/4/2023 – 9/10/2023, any money collected on or between those dates should go onto a report with the week ending date of 9/10/2023); 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 798 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 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.

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.

Assistance

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 Information 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 Local 798 office at 918-622-1900 Monday-Friday, 8 a.m. to 4:30 p.m.

Quick Reference

Pipeliners Local 798

4823 S. 83rd East Ave. Tulsa, OK 74145
P.O. Box 470798 Tulsa, OK 74147

Phone: 918-622-1900

Business Fax: 918-627-9327

Dispatch Phone: 918-610-2761

Dispatch 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 Monday-Friday, 6:00 pm to 7:00 am CST): 918-610-2745

www.local798.org

Pipeliners Local 798 Training Center

4835 S. 83rd East Ave. Tulsa, OK 74145-6909
P.O. Box 470950 Tulsa, OK 74147-0950

Phone: 918-622-0210

Cell Phone: 918-244-0648

Email: farron@pibf.org

Pipeline Industry Benefit Fund

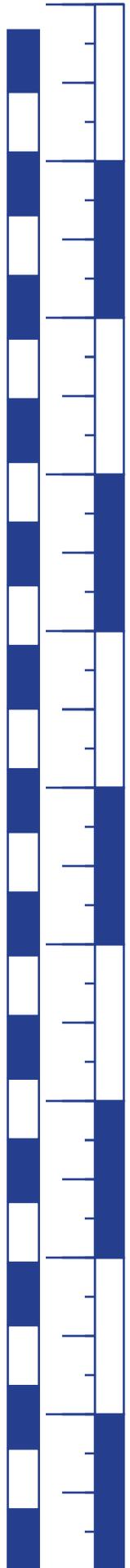
4845 S. 83rd East Ave. Tulsa, OK 74145-6909
P.O. Box 470950 Tulsa, OK 74147-0950

Phone: 918-280-4800

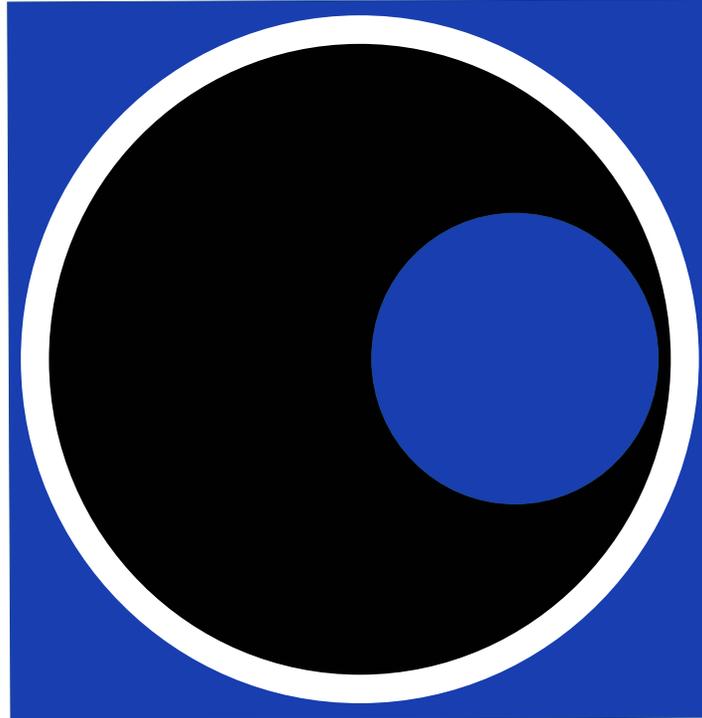
PIBF Fax: 918-280-4899

Pension Fax: 918-280-4895

www.pibf.org



PIPELINERS



UNION 798

UNITED ASSOCIATION

4823 S. 83rd East Ave. Tulsa, OK 74145

P.O. Box 470798 Tulsa, OK 74147

Phone: 918-622-1900

Business Fax: 918-627-9327

www.local798.org