



PIPELINERS LOCAL 798 DISPATCH AND OUT-OF-WORK POLICIES

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

Please read these Policies carefully. If you have any questions, contact the Dispatch office at 918-610-2761.

A. Completing an Out-of-Work Card

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

B. Registering on the Out-of-Work List

1. Member must be "laid-off" and not unemployable for failure to comply with these Policies and/or the Substance Abuse Policy (attached hereto) to be eligible for placement on the Out-of-Work List.

Any misrepresentation made to the Dispatch Office will subject the member to disciplinary action.

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

subject you to disciplinary actions.

7. Per the attached National Pipeline Agreement Substance Abuse Policy “An employee who is terminated on the basis of positive test results and who is a first offender, shall be not be eligible for seeking a job referral for a period of (30) days.” “An employee who returns to employment covered by the National Pipeline Agreement pursuant to the provisions of the Substance Abuse Policy and tests positive for a second time shall not be eligible for seeking a job referral for a period of (90) days.” “An employee who returns to employment covered by the National Pipeline Agreement pursuant to the provisions of the Substance Abuse Policy and tests positive for a third time shall not be eligible for seeking a job referral for a period of six (6) months.

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

1. Member must be unemployed and registered on the Out-of-Work List to be eligible to obtain a dispatch. Any misrepresentation made to the Dispatch Office will cause member to be subject to disciplinary action.
2. To assist in quickly and efficiently filling Dispatches, the Local has established a telephone Job Line, 918-610-2745, and an online version accessed through the Member Login section of the website. The information provided on the Job Line will identify the Job Classification, skills sought, the approximate duration of the job, required welding test, location, name of the employer, start date, and whether the job is National Agreement, Intermediate Agreement, or Special Agreement. The Member must be on the Out-of-Work List to apply for a position on the Job Line. Members may apply for jobs on the Job Line between 6:00 p.m. and 7:00 a.m. Central Standard Time, Monday through Friday. To apply by phone, carefully listen to the prompts and enter your book number (or, at your option, your Social Security number) and the number of the specific job(s) to which you wish to be dispatched. To apply online, log into the Member Login section of the website, select Jobs/Job Line to view the list of open jobs. Select the job listing for more information, if interested, enter a

call back number, and apply. Beginning at 8:00 a.m., Tuesday through Saturday, excluding holidays, a list of callers from the previous evening's Job Line messages will be used to attempt to fill all job orders from the previous day, beginning with the Job Line caller with the oldest Out-of-Work Date. The Dispatcher will make only two (2) attempts to notify each applicant.

3. If a Member applies for a job and refuses when called by the Dispatcher, the Member will be placed at the bottom of the Out-of-Work List at the date and time of refusal.
4. If the job order is not filled by calling applicants from the Job Line, the Dispatcher will call the Member at the top of the appropriate Job Classification Out-of-Work List. Members will not be called for any job requiring skills or qualifications not identified on the Members Out-of-Work Card.
A Welder must accept any job requiring a Downhill Bell Hole test only. A Helper must accept any job requiring General Helper Duties.
5. The Dispatch will be offered to the first Member on the List who meets the qualifications of the pending job referral.
6. If the first Member on the List meeting the qualifications of the job referral cannot be reached or refuses, the next Member on the List will be called, and so on.
7. The first time a Member is called off the top of the Out-of-Work List for National Agreement or Intermediate Agreement work by the Dispatch Office, the Member may refuse the job and retain their place on the Out-of-Work List. If the Member is unavailable when called at the telephone number provided requiring the Dispatch Office to leave a message, the Member must return the call the same day or apply on the Job Line that evening or this will count as the Members first refusal. The following time or times a Member is called, it will be from the automated system leaving a message that there is work available. If the Member does not call back and accept a job or apply for a job on the Job Line that evening, this will count as the Member's second refusal, and the Member will be removed from the Out-of-Work List. It is the Member's responsibility to put themselves back on

the Out-of-Work List after two (2) refusals. The member will be required to obtain a new Out-of-Work Date at the date and time of the call or website entry. If a Member refuses a job due to personal or family illness, the Member will be subject to the “illness” rules described in paragraph 9 below.

8. If a Member is called for work off the top of the Out-of-Work List and is working on a job in a **non-covered** task that benefits are paid on (E.g., Superintendent, Quality Assurance, Office Personnel, Spreadman, etc.) the Member may retain their place on the Out-of-Work List. The Member should notify the Dispatch Office when they are working on a non-covered task. At that time, the Member will be placed on the Unavailable List. Once the Member is laid off, they will retain their original Out-of-Work Date.
9. If the Member refuses a job because of personal or family illness, the Member will not lose their place on the Out-of-Work List if they provide verification from a doctor or hospital showing their illness or that of an immediate family member (spouse, child, or parent – but not parent-in-law) within seven (7) business days from the date of the dispatch refusal. Once the Member has been placed on the Unavailable List, a letter from the doctor on the Member (or family member) will be required once every twelve (12) months in order to retain the Member's position on the Unavailable List. If the Dispatch Office does not receive verification, the Member will be REMOVED from the Unavailable List, and it will be Member's responsibility to call and register on the Out-of-Work List and obtain a new Out-of-Work Date. The Member will be removed from the Unavailable List 48 hours after receipt by the Dispatch Office of a written release from the doctor on the Member (or family member). The Member will then be placed back on the Out-of-Work List as of their original Out-of-Work Date and will be eligible for dispatch.
10. If the Member refuses work due to a death in the immediate family (spouse, child, or parent – but not parent-in-law), the Member will be required to send in an obituary showing the death to retain

the Member's place on the Out-of-Work List. This obituary will be required within seven (7) business days of the telephone conversation.

11. When the Member is dispatched to a job by the Dispatch Office or Contractor Hired, the Member will be REMOVED from the Out-of-Work List effective as of the date the Member accepted the dispatch, or the Dispatch Office receives a report showing the Member is working. This includes all National Agreement Pipeline work in all Locals jurisdictions and is subject to reinstatement under the "300/450/600-hour" rule described in paragraph 15 below.
12. If the job orders are not filled by the Job Line or the Dispatch Office calls, the Dispatcher will contact the Local's Business Agents to assist in filling the dispatch request, starting with the Business Agent assigned to the territorial jurisdiction of the job for which the dispatch is sought.
13. In the event that a Member of any classification is dispatched to a job, and any of the following occurs: missed welding test, runoff for bad welds, unable to perform job duties, medical layoff, dispatch no-show, or a failure to comply, the replacement for that position will be turned over to the Business Agent assigned to the territorial jurisdiction of the job for which the dispatch is sought. (PPC12). Ideally, this will allow the position to be filled promptly by utilizing Members residing near the job site, Welders with relevant test papers, etc.
14. When you are dispatched to a job, you must be in route by 7:00 a.m. the following day, regardless of weekends and holidays. You must travel at least 500 miles every twenty-four (24) hours thereafter until arriving at the sign-in location at the designated work time. If you cannot meet this time limit, you must notify the Dispatch Office to ensure that there will be a job available when you do arrive. If you fail to provide the required notice or fail to sign up with the Job Steward upon arriving at the sign-in location on the day specified, you will forfeit your dispatch, be REMOVED from the Out-of-Work List and be subject to disciplinary action. When you re-register on the Out-of-Work List, you will be required to obtain a new Out-of-Work Date, which will place you at the bottom of the list. If

you notify the Dispatch Office within 24 hours after being dispatched that you are not going to the job, then there will be no disciplinary actions, but you will be required to re-register on the Out-of-Work List, obtain a new Out-of-Work Date, which will place you at the bottom of the list. The Welder Foreman may request point of dispatch validation (fuel receipt, restaurant receipt, motel receipt, etc.).

15. Upon termination or layoff from employment, you must re-register at the bottom of the Out-of-Work List within five (5) business days and obtain a new Out-of-Work Date. However, if you have worked fewer than 300 hours total on one or more consecutive jobs paying full scale under the NPLA only, you may resume the same Out-of-Work Date you had on the Out-of-Work List as of the date of your last dispatch or Contractor Hire, if you notify the Dispatch Office within five (5) business days after your termination or layoff. If you work fewer than 450 hours total on one or more consecutive jobs paying full scale under the NPLA combined with jobs paying less than full scale (Special Agreement and/or Intermediate Agreement Scale), you may resume the same Out-of-Work Date you had on the Out-of-Work List as of the date of your last dispatch or Contractor Hire, if you notify the Dispatch Office within five (5) business days after your termination or layoff. If you work fewer than 600 hours total on one or more consecutive jobs paying less than full scale (Special Agreement and/or Intermediate Agreement Scale only), you may resume the same Out-of-Work Date you had on the Out-of-Work List as of the date of your last dispatch or Contractor Hire, if you notify the Dispatch Office within five (5) business days after your termination or layoff. All hours that benefits are paid will be included in the computing of hours worked since your last Out-of-Work Date. The "300/450/600-hour" rule DOES NOT reset per job or annually. The benefit hours are cumulative from your last Out-of-Work Date and will be subject to paragraph 15.
16. 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, you will

be required to obtain a new Out-of-Work Date. If the layoff is for medical reasons and the Business Agent in the jurisdiction of the job has approved the medical layoff or a workers' compensation claim, and you call in within five (5) business days of termination and work less than your time, then you will be placed on the Unavailable List subject to the "illness" rules described in paragraph 9.

17. If you miss a welding test or have been terminated for bad welds, you may resume the same Out-of-Work Date you had if you notify the Dispatch Office within five (5) business days (including Contract Hires or testing in another Local's jurisdiction) (subject to paragraph 15).
18. When hired out directly to a Contractor performing pipeline work, whether or not such work is within Local 798's territorial jurisdiction, the Member will be REMOVED from the Out-of-Work List effective as of their first day of work for the Contractor. (subject to paragraph 15).
19. Members will NOT BE REMOVED from the Out-of-Work List if they are dispatched by a UA Sister Local Union, or they hire themselves out directly to a Contractor to perform building trades or distribution work (non-pipeline work). If the Member is called from the top of the Out-of-Work List, the Member will be asked to send in a copy of a check stub from the job to retain their place on the Out-of-Work List. When the Member is laid off, they must send a copy of their final check stub, including their termination date, within seven (7) business days of termination from the job. The Member will be returned to their original Out-of-Work Date as soon as the Dispatch Office can process them.
20. A Welder who has missed a test, or is terminated for bad welds, will be able to re-register on the Out-of-Work List and resume their place on the Out-of-Work List according to the 300/450/600-hour rule outlined in paragraph 15. However, the Welder will not be able to accept a dispatch until they requalify on a similar test that was last failed, or if runoff for bad welds, you shall requalify on the test taken for that particular job. This does not prevent the Welder from hiring out directly to the Contractor.

21. A Helper who is terminated for inability to perform tasks that have traditionally and ordinarily been deemed as Helper work (E.g., buffing, grinding, transitioning pipe, and lifting and carrying 50 lbs. etc.) will be able to resume their place on the Out-of-Work List according to the 300/450/600-hour rule as outlined in paragraph 15, but will not be able to accept a dispatch until they have completed remediation training at the Local 798 Training Center in Tulsa, OK. They must remain at the Training Center until the staff is satisfied that they can return to the field and perform traditional and ordinary Helper duties safely and competently. This does not prevent a Helper from hiring out directly to the Contractor.

D. Amendment of Policy

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