

## **LABORERS' LOCAL 894 REFERRAL POLICY**

1. ANY PERSON SEEKING REFERRAL TO A JOB MUST FILL OUT AN INFORMATION FORM PROVIDING HIS OR HER NAME, TELEPHONE NUMBER, AND SOCIAL SECURITY NUMBER. THE INFORMATION FORM MUST STATE ANY SKILLS THE INDIVIDUAL POSSESSES AND THE JOBS HE OR SHE IS ABLE TO PERFORM, INCLUDING ANY RELEVANT LICENSES OR CERTIFICATIONS. THE COMPLETED INFORMATION FORM MUST BE FILED WITH THE UNION HALL AND MAY BE REVISED AND UPDATED AT ANY TIME.
2. AN OUT-OF-WORK REGISTER WILL BE MAINTAINED AT THE UNION HALL. IT WILL BE THE OBLIGATION OF EACH PERSON TO COME TO THE UNION HALL AND SIGN THE OUT-OF-WORK REGISTRATION ONCE EVERY THIRTY (30) DAYS TO LET THE UNION KNOW ON A MONTHLY BASIS THAT HE OR SHE REMAINS UNEMPLOYED.
3. ANY PERSON WHO NOTIFIED THE UNION IN A GIVEN MONTH AND WHOSE NAMES DO NOT APPEAR ON THE MASTER OUT-OF-WORK REGISTER THEN IN USE, WILL HAVE THEIR NAMES PLACED ON THE BOTTOM OF THE LIST.
4. PERSONS REGISTERING FOR REFERRAL WILL BE PLACED IN ONE OF TWO (2) GROUPS. THESE TWO (2)\_ GROUPS WILL BE:

**GROUP A:** ALL PERSONS HAVING AT LEAST ONE YEAR'S EXPERIENCE IN THE CONSTRUCTION INDUSTRY WORKING FOR AN EMPLOYER WHO IS PARTY TO A COLLECTIVE BARGAINING AGREEMENT WITH LABORERS' LOCAL 894 AND WHO ARE CONTINUALLY AVAILABLE FOR WORK IN SUMMIT, PORTAGE AND MEDINA COUNTIES, OHIO.

**GROUP B:** ALL PERSONS HAVING LESS THAN ONE YEAR'S EXPERIENCE IN THE CONSTRUCTION INDUSTRY WORKING FOR AN EMPLOYER WHO IS PARTY TO A COLLECTIVE BARGAINING AGREEMENT WITH LABORERS' LOCAL 894 AND WHO ARE CONTINUALLY AVAILABLE FOR WORK IN SUMMIT, PORTAGE AND MEDINA COUNTIES, OHIO.

ALL PERSONS DESIRING TO PARTICIPATE IN THIS REFERRAL SYSTEM WHETHER IN GROUP A OR GROUP B MUST COMPLETE, SIGN AND DELIVER TO LOCAL 894 AN INFORMATION FORM BEFORE THEY WILL BE ELIGIBLE FOR REFERRAL. (A COPY OF THIS FORM IS ATTACHED TO THESE REFERRAL SYSTEM RULES). ANY PERSON WHO HAS NOT DELIVERED A COMPLETED AND SIGNED INFORMATION FORM TO LOCAL 894 SHALL NOT BE ELIGIBLE FOR REFERRAL TO WORK PURSUANT TO THESE REFERRAL SYSTEM RULES UNTIL SUCH INFORMATION FORM IS DELIVERED TO LOCAL 894.

5. IF THE CONTRACTOR MAKING THE REQUEST SPECIFIES CERTAIN QUALIFICATIONS TO LOCAL 894, LOCAL 894 WILL HONOR THE REQUESTING CONTRACTORS'S DESIRES. IN RESPONDING TO SUCH A REQUEST INVOLVING SPECIAL QUALIFICATIONS LOCAL 894 SHALL BE OBLIGATED TO CALL ON THOSE PERSONS ON THE REFERRAL LIST WHO HAVE CERTIFIED THROUGH THEIR INFORMATION FORM THAT THEY POSSESS THE REQUESTED QUALIFICATIONS. THESE PERSONS SHALL BE CALLED IN THE ORDER THAT THEIR NAMES APPEAR ON THE REFERRAL LIST BEGINNING WITH GROUP A. IF, AFTER CALLING ALL PERSONS WHO HAVE CERTIFIED THAT THEY POSSESS THE SPECIFIED QUALIFICATIONS, THE CONTRACTOR REQUEST HAS NOT BEEN FILLED, LOCAL 894 MAY CONTACT LOCALS OF LABORERS' INTERNATIONAL UNION OF NORTH AMERICA TO SECURE QUALIFIED INDIVIDUALS TO REFER TO THE REQUESTING CONTRACTOR.

6. AN APPLICANT SHALL NOT BE REFERRED TO AN EMPLOYER IF THE APPLICANT WAS PREVIOUSLY DISCHARGED FOR CAUSE BY THE SAME EMPLOYER. APPLICANTS WHO ARE TWICE LAWFULLY REJECTED BY AN EMPLOYER FOR LACK OF SKILLS, AFTER REFERRAL BY THE LOCAL UNION, SHALL NOT BE ELIGIBLE FOR REFERRAL TO A JOB REQUIRING THE SAME SKILLS WITHOUT FIRST PROVIDING THE LOCAL UNION WITH REFERENCES FROM TWO PREVIOUS EMPLOYERS, SHOWING THAT THE APPLICANT HAS DEMONSTRATED THE SKILLS REQUIRED.
7. A PERSON WHO IS REFERRED TO A JOB LASTING TEN (10) DAYS OR LESS WILL RETURN TO HIS OR HER POSITION ON THE OUT-OF-WORK LIST PRIOR TO RECEIVING THE REFERRAL. HOWEVER, AFTER RECEIVING ANOTHER JOB REFERRAL IMMEDIATELY FOLLOWING SUCH A SHORT-TERM REFERRAL, REGARDLESS OF ITS LENGTH, THAT INDIVIDUAL MUST AGAIN REGISTER IN ORDER TO BE INCLUDED ON THE OUT-OF-WORK LIST AND WILL BE PLACED AT THE BOTTOM OF THE OUT-OF-WORK LIST AT THE TIME OF REGISTRATION.
8. ANY EMPLOYER SPECIFICALLY REQUESTING A GIVEN PERSON FOR A GIVEN JOB WILL HAVE THE REQUEST HONORED, TO THE EXTENT POSSIBLE, BY THE UNION.
9. IN THE INSTANCES WHERE CALLS REACH THE HALL AND SPECIFY THAT INDIVIDUALS ARE NEEDED IMMEDIATELY THE UNION SHALL HAVE THE OPTION OF DIRECTLY DISPATCHING ANY PERSON WHO MAY BE PHYSICALLY ON THE UNION HALL PREMISIES AT THE TIME THE CALL IS RECEIVED.
10. AN INDIVIDUAL MAY REJECT ANY JOB REFERRAL. ANY INDIVIDUAL WHO REJECTS A REFERRAL MUST ACCEPT THE NEXT REFERRAL OR BE REMOVED FROM THE LIST AND BE REQUIRED TO RE-REGISTER. ANY PERSON SO REQUIRED TO RE-REGISTER SHALL HAVE HIS OR HER NAME PLACED AT THE BOTTOM OF THE LIST.
11. A PERSON WHO REFUSES OR IS UNAVAILABLE FOR TWO (2) CONSECUTIVE REFERRALS SHALL BE MOVED TO THE BOTTOM OF THE OUT-OF-WORK LIST. A PERSON WILL BE CONSIDERED UNAVAILABLE IF HE OR SHE CANNOT BE REACHED AFTER THREE (3) CALLS HAVE BEEN PLACED TO THE TELEPHONE NUMBER OF FILE IN THE OFFICE, UNLESS THE APPLICANT HAS GIVEN LOCAL 894 WRITTEN NOTICE OF HIS OR HER UNAVAILABILITY FOR A PERIOD NOT TO EXCEED THIRTY (30) DAYS.
12. ANY INDIVIDUAL WHO DEVELOPS A RECORD OF HABITUAL DERELICTION OF JOB DUTIES OR WHO HAS BEEN REPEATEDLY LAID OFF BY EMPLOYERS FOR FAILURE TO PROPERLY PERFORM JOB DUTIES OR WHO FAILS TO REPORT FOR A JOB TO WHICH HE OR SHE HAS BEEN REFERRED SHALL BE REFUSED THE RIGHT TO PARTICIPATE IN THIS REFERRAL SYSTEM FOR A PERIOD NOT TO EXCEED SIX (6) MONTHS, AS A RESULT OF EACH INCIDENT.
13. ANY INDIVIDUAL WHO FAILS TO COOPERATE WITH LOCAL 894 IN THE PROPER OPERATION OF THIS REFERRAL SYSTEM MAY BE REFUSED THE RIGHT TO PARTICIPATE IN THIS REFERRAL SYSTEM FOR A PERIOD NOT TO EXCEED SIX (6) MONTHS, AS A RESULT OF EACH INCIDENT.
14. THE BUSINESS MANAGER OR DESIGNEE WILL BE RESPONSBILE FOR OPERATION OF THIS REFERAL SYSTEM.
15. NONE OF THESE RULES WILL IN ANY WAY LIMIT THE RIGHT OF ANY PERSON TO SOLICIT HIS OR HER OWN JOB.
16. PARTICIPANTS MAY REVIEW REFERRAL LISTS AT LOCAL 894'S OFFICES, 720 WOLF LEDGES PARKWAY, AKRON, OHIO 44311, DURING NORMAL BUSINESS HOURS.

## **AMMENDED JOB REFERRAL RULES**

### **INCLUSION #17**

THE LOCAL UNION MAY REFER A UNION STEWARD OR A LABORER FOREMAN TO A JOB SITE REGARDLESS OF THEIR POSITION ON THE OUT-OF-WORK LIST.

### **AMMENDMENT TO #4**

GROUP C (3) WILL BE ADDED FOR THE AVAILABILITY OF APPRENTICES REGISTERING FOR REFERRAL.

MEMBERS NOT IN GOOD STANDING WITH THIS LOCAL (SUSPENDED UNDER 13 MONTHS), SHALL BE PLACED ON GROUP B LIST FOR REFERRAL, UNTIL GOOD STANDING IS ESTABLISHED.

### **AMMENDMENT TO #5**

MEMBERS WILL HAVE AN OPPORTUNITY TO MARK A “WILL TAKE A ONE-DAY JOB” BOX WHEN SIGNING THE REGISTRATION SHEET, GIVING LOCAL 894 THE OPPORTUNITY TO SCROLL DOWN THE LIST IN ORDER OF THOSE WILLING TO WORK A ONE (1) DAY JOB IN ORDER TO FILL THAT REQUEST.

### **AMMENDMENT TO #7**

REGARDLESS OF THE NUMBER OF ONE-DAY JOBS ACCEPTED, HE OR SHE SHALL MAINTAIN HIS POSITION ON THE OUT-OF-WORK LIST. ANY REFERRAL FOR A JOB LASTING LONGER THAN ONE (1) DAY WOULD BE SUBJECT TO THE LOCAL’S SHORT TERM REFERRAL PROCEDURES.

### **AMMENDMENT TO #8**

REQUEST BY AN EMPLOYER FOR SPECIFIC APPLICANTS EMPLOYED BY THE EMPLOYER WITHIN THE PREVIOUS ONE (1) YEAR, TO THE SAME EMPLOYER, SHALL BE FULFILLED. THIS IS IN ACCORDANCE WITH DISTRICT COUNCIL AND ACCORDANCE WITH STATE LAW WHICH PROHIBITS UNION FROM DENYING OR LIMITING AN EMPLOYER’S REQUEST FOR A SPECIFIC INDIVIDUAL.

### **AMMENDMENT TO #10**

IF ANY APPLICANT REJECTS TWO (2) CONSECUTIVE JOB REFERRALS, THAT APPLICANT SHALL AUTOMATICALLY BE PLACED ON THE BOTTOM OF THE OUT-OF-WORK LIST. IF ANY OF THE REJECTED TWO (2) CONSECUTIVE JOBS ARE MARKET RECOVERY, THAT REJECTION WILL NOT BE CALCULATED AS A DECLINE.