

SHEET METAL WORKERS' LOCAL UNION NO. 9

HIRING HALL PROCEDURES

1. It is every member's responsibility to insure their name is put on the referral list after lay-off or termination. Confirmation will be the numerical placement on the list.
2. This referral system shall operate without regard to race, religion, national origin, age, sex, or status as a handicapped worker.
3. This referral system shall operate on a first-in-first-out basis within each referral group set forth below.
4. **JOURNEYMAN LIST:** Shall be exhausted before any registrant from the Travel list or the Permit list can be referred. The Journeyman shall have the right to solicit a job directly with a contractor. If the self-solicited job lasts fifteen (15) days worked or more, the registrant loses his/her place on the out-of-work-list. The Journeyman who successfully solicits his own work with an employer must notify Local #9 of their employment within forty-eight (48) hours of being hired.

TRAVEL LIST: Travelers shall only be called after the journeyman list has been exhausted. The Travel registrant cannot solicit their own job; they must wait for the hiring hall to call and inform them of a job that is available. Once they have gone to work, and have worked fifteen (15) days or more, the registrant loses his/her place on the out-of-work-list.

CLASSIFIED LIST: The Classified Worker will be dispatched when contractors put in a manpower request for classified workers. The Classified Worker shall have the right to solicit a job directly with a contractor. If the self-solicited job lasts fifteen (15) days worked or more, the registrant loses his/her place on the out-of-work-list.

PERMIT LIST: Permit registrants will only be called upon for work after the Journeyman and Travel lists have been exhausted. The Permit registrant cannot solicit his own work, and must wait for the hiring hall to call them for work. The Permit registrant will lose his his/her place on the out-of-work-list once he/she has worked fifteen (15) days or more, and will have to place their name at the bottom of the list if he/she is laid off.

NOTE:

5. Any registrant who becomes unemployed because of lay-off or termination shall report to the hiring hall within forty-eight (48) hours of such lay-off or termination and enter his/her name on the out-of-work list in order to be eligible for referral under these procedures. There shall be six areas established as hiring centers to include: Pueblo, Colorado Springs, Denver, Fort Collins, Western Slope In-Town and Western Slope Out-of-Town. If a registrant desires to work in any areas he shall check and date each area on the out-of-work list that they are willing to work in. Only members who have elected to work in these areas shall be contacted for work in the designated areas.
6. Unemployed registrants who wish to maintain their position on the out-of-work list shall report their status in person, by telephone, or by mail before the tenth (10th) day of each month.
7. Unemployed registrants who do not comply with the above provisions will automatically have their names removed and will be placed on the bottom of the list in the order they were removed. Any registrant who accepts a job call from the list and does not show up at the job site will automatically have their name removed and will be placed on the bottom of the list in the order they were removed.

8. A registrant from the Journeyman, Traveler, Classified, or Permit list who is referred to a job which lasts less than fifteen (15) working days before being laid-off shall be entitled to retain his/her position on the out-of-work list and shall notify Local #9 of his/her termination within forty-eight (48) hours.
9. Notwithstanding the above, referrals will be made for indentured apprentices by the JATC, as provided for in the Collective Bargaining Agreement, or to meet special needs of a contractor.
10. When a registrant first registers in this referral system, they may demonstrate their status as a qualified journeyman sheet metal worker by proof of journeyman membership in a local union of the Sheet Metal Workers International Association.
11. This referral procedure shall be deemed to incorporate the Local #9 Standard Form of Union Agreement and the Constitution of the Sheet Metal Workers International Association, which shall control its interpretation.
12. Any registrant who believes he or she has not been accorded all rights established hereunder may file a written protest to the Business Manager of Local #9 within five (5) days of the treatment complained of and the Business Managers decision is final.
13. All members shall be entitled to inspect the list during normal business hours but are not entitled to a copy of it. The list provided for members to inspect will not include phone numbers.
14. A copy of this procedure shall be posted at all locations where S.M.W. Local #9 maintains a place of business.
15. For the purpose of the hiring hall procedure, the term "available" shall mean that there are unemployed registrants on the out-of-work list which can be dispatched for work within forty-eight hours.
16. By signing this referral list, you acknowledge the job requirements of a sheet metal worker.
17. The hiring hall procedures will only be changed by either a Special Call or Special Order meeting with 15 (Fifteen) days notice given. The changes will take effect after approval of legal counsel.

Work Permits:

1. Work permits shall be issued only by or at the direction of the Business Manager of Local #9.
2. Under no circumstances will work permits be issued which exceed forty-five (45) working days.
3. Work permits will not be issued or renewed so long as there are qualified Journeyman sheet metal workers available for referral thru this hiring hall procedure.
4. Work permits also shall not be issued so long as there are Apprentice sheet metal workers available for referral thru the Local JATC referral procedures.