

**PIPELINERS LOCAL 798**  
**DISPATCH AND OUT-OF-WORK POLICIES**

**A. Completing an Out-Of-Work Card**

1. All Helpers, Journeymen and Welders wishing to utilize the Dispatch Office to Obtain work referrals must complete an Out-of-Work Card. You may fill out only one Out-of-Work Card that corresponds to the Job Classification for which you are seeking referral. This Card contains pertinent information about you; including your current home, mobile and/or other telephone number(s), and your address. It also includes pertinent information about your work skills and other qualifications, and whether you will accept dispatches on jobs paying less than full scale under the National Pipe Line Agreement (“NPLA”).
2. You are responsible to ensure that the information contained in your Out-of-Work Card is complete and accurate. This Card will be maintained on file in the Dispatch Office.
3. All changes to skills, qualifications and jobs you are willing to accept for dispatch listed on your Out-of-Work Card must be made by you in writing to the Dispatch Office. Such changes will be effective 48 hours after receipt of your written change request.
4. You may not register on the Out-of-Work List unless your completed Out-of-Work Card is on file with the Dispatch Office.

**B. Registering on the Out-Of-Work List**

1. Local 798 maintains a separate Out-of-Work List for Helpers, Journeymen, and Welders. You may register on the Out-of-Work List applicable to your Job Classification.
2. When you are not working and are available for work, it is your responsibility to contact the Dispatch Office and place your name on the Out-of-Work List. Under no circumstances will you be placed on the Out-of-Work List without providing a telephone number at which you may be reached. **It is YOUR responsibility to maintain current telephone numbers on file with the Dispatch Office.**
3. To place yourself on the Out-of-Work List, please call (918) 663-3200 and follow the instructions provided. This number is available **24 hours a day**. You will be placed on the Out-of-Work List at the date and time you make the call. You will need to leave your name, book number (or, at your option, your Social Security number), and reason/date of termination (e.g., laid off, missed welding test,

quit/fired). Only you may make changes to any of this information. All calls made to the Out-of-Work List after regular business hours will not be processed until the next business day.

4. To find your position on the Out-of-Work List, please call the Dispatch Office at (918) 622-1900. Please allow one (1) business day from the time you place yourself on the Out-of-Work List before calling to find your position.
5. The Dispatch Office will not provide or accept any information concerning you to any individual calling on your behalf.

### **C. Obtaining a Dispatch and Removal from the Out-Of-Work List**

1. When a job order is made, the Dispatcher will call the person at the top of the appropriate job classification Out-of-Work List. You **will not** be called for any job that requires skills or qualifications that you have not identified on your Out-of-Work Card.
2. The Dispatch will be offered to the first person on the List who meets the qualifications of the Dispatch.
3. If the first person on the List meeting the qualifications of the Dispatch cannot be reached or refuses, the next person on the list will be called and so on.
4. If the Dispatcher calls and there is no answer, a continuous busy signal, or you are unavailable at the telephone number you provided requiring the Dispatcher to leave a message for you; the Dispatcher will make one (1) additional attempt to contact you. After the second attempt, if there is still no answer, the phone is still busy, or you are not available at the number you provided, you will be **REMOVED** from the Out-of-Work List.
5. To assist in filling Dispatches quickly and efficiently, the Local has established a telephone Job Line. The Job Line number is (918) 610-2745. If a job order has not been filled, the job will be placed on the Job Line. 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 or low scale. **You must be on the Out-of-Work List to call the Job Line.** You may leave a message on the Job Line between 6:00 p.m. and 7:00 a.m. Central Standard Time, Monday through Friday, with your name, book number, or, at your option, your Social Security number), and the name of the specific job(s) to which you wish to be dispatched. Starting at 8:00 a.m. each day (Tuesday through Saturday excluding holidays), a list of

callers from the previous evening's Job Line messages will be made and the Job Line will be cleared. Any remaining unfilled job orders from the previous day will then be filled, starting with the Job Line caller with the oldest Out-of-Work date. The Dispatcher will make only one attempt to notify each caller. No one currently on the "freeze" or the "Sick List," as covered in paragraphs 10-12, may place themselves on the Job Line.

6. If the job orders are not filled by the Dispatcher calls or the Job Line, 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. In the event extenuating circumstances dictate, or contractual obligations cannot or are not met through normal dispatch procedure, the Business Manager may intervene.
7. When you are dispatched to a job by the Dispatch Office, you will be **REMOVED** from the Out-of-Work List effective as of the date you accept the dispatch, subject to reinstatement under the "30/45 day" rules described in paragraph 13, below.
8. When you are dispatched to a job, you must be en route within **twenty-four (24)** hours from the time of dispatch. You must travel at least **500** miles during each **twenty-four (24)** hour period until arrival at the job site. If you cannot meet this time limit, you must notify the Dispatch office and the Welder Foreman in order to assure that there will be a job available when you do arrive. If you fail to provide the required notice, you will forfeit your dispatch, be **REMOVED** from the Out-of-Work List, **and be subject to disciplinary action.**
9. If you reject a dispatch that is within the scope of the skills and qualification you identified on your Out-of-Work Card, you will be placed at the bottom of the Out-of-Work List at the time and date of refusal, subject to the "freeze" and "illness" rules described in paragraphs 10-12, below.
10. You will be allowed to "freeze" your position on the Out-of-Work List **one (1)** time per each registration on the Out-of-Work List for a period of **not less than six (6) calendar days and not more than thirty (30) calendar days.** You may reject a dispatch without penalty by freezing your position. However, you must freeze your position before the job specifics are offered. If you do so, you will not be called for another job until you call in and unfreeze your position. You must call in and unfreeze your position before midnight on the 30<sup>th</sup> calendar day of your freeze period. Your "unfreeze" will not be effective for 48 hours. If you do not call and unfreeze your position in a timely manner, you will be **REMOVED** from the Out-of-Work List at that time.

11. When you are returned to your Out-of-Work date after your “unfreeze,” you CANNOT refuse the next National Agreement job offer. If you refuse the next job offer, you will be placed at the bottom of the List with a new out of work date at the time and date of refusal.
12. If you refuse a job because of personal or family illness, you will not lose your place on the Out-of-Work List if you are eligible to be placed on the Sick List. To be placed on the Sick List, you must provide a signed statement that you are unable to accept a dispatch because of your own illness or that of an immediate family member (spouse or dependent child) within seven (7) calendar days from the date of your dispatch refusal. You must attach to your statement a signed verification of the illness from your (or your family member’s) doctor. Once you have been placed on the Sick List, a letter from your (or your family member’s) doctor will be required once every six (6) months in order to retain your position on the Sick List. If the Dispatch office does not receive this letter, you will be REMOVED from the sick list and it will be YOUR responsibility to call and re-register on the Out-of-Work List with a new out-of-work date. You will be removed from the Sick List upon receipt by the Dispatch Office of a written release from your (or you 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 for dispatch within 48 hours of its receipt.
13. 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, if you have worked fewer than **thirty (30)** days total on jobs paying full scale under the NPLA, 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. If you work fewer than **forty-five (45)** days total on jobs paying the 16 inch-and-under wage rates or a combination of jobs paying the 16 inch-and-under wage rates and the NPLA full wage rates, 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. All days worked where benefits are paid directly to the PIBF will be included in the count. Waiting and testing time will also be included.
14. If you quit a job, or are terminated for **drug, alcohol, safety, attendance or environmental policies infractions**, you will be required to obtain a new out-of-work date.
15. If you miss a welding test or have been terminated for bad welds, 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, subject to paragraph 13.

16. When you hire yourself out directly to a contractor performing pipeline work, whether or not such work is within Local 798's territorial jurisdiction, you will be **REMOVED** from the Out-of-Work List effective as of your first day of work for the contractor.
17. You will **NOT BE REMOVED** from the Out-of-Work List if you are dispatched by a UA sister local union or you hire yourself out directly to a contractor to perform building trades work (non-pipeline work).
18. A Welder who consecutively misses **three (3)** tests, or is terminated consecutively **three (3)** times for bad welds, or a **combination** of both, will not be able to re-register on the Out-of-Work List or resume his or her place on the Out-of-Work List pursuant to the 30/45 day rule set forth in paragraph 13, until he or she successfully completes the standard downhill welding test required for new Local 798 members. Welders will be encouraged to contact Local 798 Training Center for assistance, evaluation, and additional training so that they may successfully pass this test.
19. A Helper who is terminated on 2 consecutive jobs for inability to perform tasks that have traditionally and ordinarily been deemed as Helper work (i.e. buffing, grinding, transitioning pipe, and lifting and carrying 50 lbs. etc) will not be able to resume his or her place on the out-of-work list pursuant to the 30/45 day rule as set forth in paragraph 13, until he or she has completed remediation training at the Local 798 Training Center in Tulsa, OK. He or she must remain in the Training Center until the staff is satisfied that he or she can return to the field and perform traditional and ordinary Helper duties in a safe, competent manner.
20. If you are a Welder Helper attending the Training Center, you **will not** be called for jobs while in the Training Program. If, after completing the course, you do not qualify to upgrade to Journeyman Welder status, you will return to your original out-of-work date on the Helpers Out-of-Work List. If you qualify to upgrade to Journeyman Welder, you will be required to complete a new Out-of-Work Card and register at the bottom of the Welder Out-of-Work List.

#### **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) day's advance posted notice.

