



NEW YORK CITY DISTRICT COUNCIL OF CARPENTERS

**JOB SOLICITATION, REGISTRATION, AND
REFERRAL SYSTEM OUT OF WORK LIST (OWL) RULES**

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JOB REFERRAL/OUT OF WORK LIST CONTACT INFORMATION

Out-of-Work List: (212) 366-3330

Electronic Reporting (212) 366-3331

Job Call Backline: (212) 366-3328

Fax Line: (212) 229-0316

Email: jobreferral@nycdistrictcouncil.org

I. OVERVIEW

1. **Establishment of Job Referral System:**

The New York City District Council will make available a non-exclusive and non-discriminatory referral list for individuals seeking work with signatory contractors or otherwise bound to a collective bargaining agreement with the District Council. The terms "Job Referral List" and "Out of Work List" or OWL, as used in these rules are interchangeable and have the same meaning.

2. **Non-Exclusivity of Job Referral System:**

Carpenters are allowed to solicit ("shape") work from employers provided the employer is a signatory or bound to a collective bargaining agreement with the District Council.

3. **Numerical Operation of the Job Referral System:**

Eligibility for referral within the geographic area of the job location for carpenters having the requested job skill(s) starts numerically with the individual's personal request to be placed on a referral list (first come-first served) and his or her availability for work at the time the referral call from the Job Referral Office is made.

4. **Eligibility for Referrals:**

To be eligible for referral, an individual must (a) be unemployed and available, (b) be currently registered on the Job Referral List, and (c) meet the training and experience qualifications necessary to perform any specific work assignment as required. **No UBC member may register their name to the New York City District Council of Carpenters Out of Work List if they are working in the trade in any jurisdiction. Non-District Council UBC members must present themselves at the District Council Headquarters, 395 Hudson Street, 9th Floor, New York, New York 10014 or to the Queens Representative Center, 214-38 Hillside Avenue, Queens Village, New York 11427 to obtain a Work Permit before they will be allowed to add their name to the Out of Work List.**

5. **Separate Apprentices List:**

Apprentices shall be referred under separate Job Referral Lists for each craft/trade which shall indicate their apprentice year. The Apprentice list for each craft/trade will cover the entire geographic jurisdiction of the New York City District Council for the particular craft/trade. Apprentices are not permitted to reject a referral or otherwise avail themselves of the provisions of OWL Rule 19. Apprentices should freeze their OWL registration when attending their periodic training classes if they were unemployed prior to beginning their training.

- **All graduating apprentices will be merged onto the journey person OWL based on their percentile position on the apprentice OWL. Example: If a graduating apprentice is exactly at the**

halfway position on the apprentice OWL, he or she will be placed at the halfway position on the journey person OWL. It is your responsibility to notify the OWL with proof of documentation upon graduating.

6. Posting of Job Referrals:

All job referrals are posted daily in the “Members” section of the District Council website: www.nycdistrictcouncil.com

II. SIGNING UP FOR THE OUT OF WORKLIST

7. Registration of Availability for Referral:

A person seeking referral to a job may register with the District Council Job Referral System by telephone during business hours **(8:00a.m. to 4:00p.m.)**, by providing his or her name, telephone number, social security or UBC ID number, and skill qualifications.

Non-UBC members seeking to be added to the OWL List must contact the Job Referral Office **(212-366-3330)** and schedule a time to come to the District Council offices at 395 Hudson Street, 9th floor, New York, New York during business hours **(8:00am to 4:00pm)** to provide the following information and documentation:

- **Name**
- **Address**
- **Telephone Contact Number**
- **Date of Birth**
- **Social Security Number or Card**
- **Proof of Certified Skills**
- **Government Issued (Federal or State) photo identification**

Upon providing the above information and documentation, he or she will be added to the OWL. Thereafter, he or she may register with the District Council Job Referral System by telephone during business hours (8:00am to 4:00pm), by providing his or her name, telephone number, social security number, and skill qualifications.

In an effort to provide a better means of security to personal information, the Job Referral Service representative will ask individuals to verify the last four digits of their social security number, date of birth and/or telephone number before releasing any information.

8. Phone Numbers to Register, Report Employment or Check Position:

1-800-858-8683 or **212-366-3330** may be used when calling to put your name on the list, report employment, or check your position on the out of work list. Calls must be received between the hours of **8:00a.m. and 4:00p.m.** for these purposes.

9. **Carpenters Must Keep Their Registration Information and Skill Certifications Current:**

Carpenters are responsible for reporting and updating their current telephone number with the Job Referral Office. Carpenters are also responsible for maintaining any skill certification that may expire with the passage of time, such as CPR or NYS DOL Laser Safety training. The Job Referral Office does not maintain or track this information. A carpenter dispatched with an expired skill certification will be removed from the job.

- (a) If a member has allowed their skill certification(s) to expire, that certification(s) will go into a dormant status for up to 60 days to allow them to be recertified. Once this skill certification(s) is recertified, it is the member's responsibility to notify the OWL to ensure that it has been updated. If the expired certification(s) are not updated with the OWL within the allotted time, the certification(s) will automatically be removed from the member's skill profile on the OWL.
- (b) Any certified skill that was not taught by the UBC will require a completed notarized affidavit and/or verification by the Carpenters Training Center before it will be added to a member's OWL profile. This will assure the certification's validity and that it complies with UBC standards.

10. **Companies You do Not Want to Work for:**

A carpenter may specify one or more companies he or she does not want to work for by faxing a notarized letter to the Job Referral Office (**212-229-0316**) with the carpenter's name, social security or UBC Number and name of contractor(s) he or she does not want to work for. This restriction will only be granted if the carpenter worked for the company in the past, or has had a grievance, lawsuit or other legal claim related to the company. This restriction will remain in place until the member faxes in a notarized letter requesting that the restriction be removed.

III. YOUR RIGHTS AND OBLIGATIONS WHEN YOU ARE REGISTERED ON THE OUT OF WORK LIST

11. **Carpenters Must Report Employment:**

Carpenters must immediately call the job referral dispatch number, **800-858-8683** or **212-366-3330**, to report that he or she has found employment if they are also registered on the Job Referral List. A carpenter reporting employment will maintain his or her position on the Job Referral List until they receive their third referral, in accordance with Rule 22 which is stated below. **Any carpenter who fails to report that they have found employment will be removed off the OWL and may be subject to fines as follows: First time-\$100.00; Second time- \$250.00; Third time- \$500.00.**

12. Carpenters Must Call the Out of Work List Every 45 Days:

When a carpenter places his or her name on the Job Referral List, they must contact the Job Referral Office registration number, **800-858- 8683** or **212-366-3330**, between the hours of 8:00 a.m. and 4:00 p.m. within 45 days from the date he or she first registered with the OWL and within every 45 days thereafter, assuming the carpenter is still unemployed. Failure to inform the District Council Job Referral Office that the carpenter is still unemployed, at least every 45 days shall result in the carpenter's automatic removal from the OWL.

13. Freezing Your Position on the List:

A carpenter may freeze his or her OWL position for a total of 30 days by faxing their request to **212-229-0316**, personally filling out the form at the District Council 9th floor security or email: jobreferral@nycdistrictcouncil.org **prior to** the start date of unavailability. The carpenter must include the start date, end date and the reason for requesting the freeze of the OWL position (for example: vacation, sick, etc.). The carpenter may submit a medical note or documentation of compulsory legal attendance to obtain a hold of his or her OWL position for more than 30 days in a referral cycle. The 45-day rule **continues** to apply during the member's freeze period.

14. Disputing Your Position on the List:

Any carpenter wishing to dispute his or her OWL position may come to the District Council on Tuesdays between the hours of 2:00p.m. and 6:00p.m. to discuss it a with a Job Referral Office staff member.

15. Preferred Minority and/or Female Referrals (and PLA Jobs):

The District Council, from time to time, must fill lawful requests for minority or female employee's due to contract staffing requirements. In order to facilitate these requests a carpenter may, but is not required to, advise the District Council of his or her minority status or gender when calling to put their name on the Job Referral List or updating his or her skills.

Carpenters that are interested in working PLA jobs (which may require a reduction in rate) may ask to have that particular PLA work added to their OWL profile. Once these criteria are added, you are liable to accept the job in which you are called for or it will be noted as a refusal and you will be dropped from the OWL.

16. Dispatch Hours:

The hours that the Job Referral Office will call carpenters for next day referrals will be from 9:00 am to 9:00 pm. Carpenters **MUST** be available to accept calls during these hours. However, if a referral is needed for the same day, the Job Referral Office reserves the right to call at any time.

17. Five Rings on Your Phone:

The Job Referral representative will wait for your phone to ring up to five (5) times before hanging up. If an answering device is activated during the five (5) rings, a message will be left.

18. Call Back Rule:

The carpenter may call the Job Referral Office call back line, **212-366- 3328** and will be assigned the job he or she was called for **ONLY IF** it is still available.

19. One Job Refusal will be Allowed:

Referrals to jobs starting between 6:00a.m. and 10:00a.m. the next day are considered to be regular referrals. Carpenters are allowed to refuse one regular, next day referral from the Job Referral Office in any dispatch cycle. To Exercise this option, you must inform the Job Referral dispatcher that you cannot accept the referral **BEFORE** you are told any details of the job. However, a carpenter may refuse a referral they just got laid off from, the start date exceeds 24 hours, an Acting Steward job, calls from a list in which they are not registered with or that has restrictive safety-related or restrictive job requirements (i.e.: high height work, drug testing, criminal background check) without penalty. The provisions of this Rule 19 are not available and cannot be used by Apprentices.

IV. REMOVAL FROM THE OUT OF WORKLIST

20. Removal from the List for Unavailability:

Any carpenter who remains unavailable for referral for three (3) consecutive days (for example, not answering referral calls for three (3) consecutive days) will be dropped from the Job Referral List. The carpenter must then re-register to obtain a new Job Referral List position.

21. Removal from the List for Refusal of Referral. No-Shows: Being Unprepared to Work:

A carpenter will be removed from the Job Referral List by a Business Representative for taking a referral and not showing up, not completing a full day's work, for showing up without proper tools and/or work clothes, or cannot perform the work listed on their OWL profile.

22. Returning to the Out of Work List after Employment:

Carpenters are allowed a combined total of three (3) referrals, requests, or shapes. There will be no limit on the number of days for each referral (a referral consists of dispatches, requests, or shapes). Once a member accumulates three consecutive referrals, they will be automatically dropped from the OWL.

No matter the number of referrals an individual has been allowed, if he or she works 45 or more days, whether from a referral, request or shape, he or she will automatically be dropped from the OWL notwithstanding that the individual has not had three referrals.

23. Referral Investigation:

Members may choose to dispute being charged with a dispatch in which they did not work. To do so, they may send a fax to the OWL, contact the respective Regional Office to speak to a Business Representative or come into the District Council Office on the 9th floor and fill out a dispute form.

- All members will retain their prior position on the OWL upon re-contacting the list after lay-off if they do not accumulate a total of three (3) consecutive referrals, requests and/or shapes.
- Any member that does not work a minimum of four (4) hours from his or her job referral from the Job Referral Office and was laid off due to no fault of their own, can dispute the dispatch by requesting a referral investigation. However, any member that is on the OWL who accepts a referral and is terminated for lack of skill or misconduct, or who engineers their layoff because of dissatisfaction with the scope of work or other invalid circumstances, will be removed from the OWL in accordance with Rule 21 of these Job Referral Rules.

24. EST's Discretion in Administering the Job Referral System:

The Executive Secretary-Treasurer of the District Council or their designee shall administer the referral lists and is authorized to exercise their discretion in any event a decision must be made on any administrative or procedural question that might arise that is not specifically provided for in these Rules.

V. SPECIAL JOB REFERRAL RULES FOR SHOP STEWARD POSITIONS

25. Shop Steward Certification:

The District Council recognizes that a team of qualified stewards is needed to assist the Business Representatives in the field. All shop stewards must satisfy the qualifications established by Section 39 of the Bylaws for the District Council for New York City and Vicinity of the United Brotherhood of Carpenters and Joiners of America. All shop stewards must have on file at the OWL a notarized Affidavit of Eligibility to Serve as shop steward pursuant to Section 504 of the Labor-Management Reporting and Disclosure Act. A carpenter will not be dispatched as a shop steward and their shop steward credentials will be suspended until the Affidavit is filed. The carpenter must also possess the job skills necessary and appropriate for the job to be eligible for that particular job referral.

26. A Shop Steward Must be a Carpenter in Good Standing:

A shop steward must have a current work card and cannot have any outstanding fines or assessments due to the District Council or their Local Union. A shop steward found by a Business Representative to not be in good standing will be removed from his or her assignment and dropped from the Job Referral List (just as if he or she had reported to work without tools).

A shop steward will not be dispatched from the Job Referral Office that is not in good standing at the time of referral.

27. Thirty (30) Day Lag in Skill Changes:

Any request by a shop steward for a change of skills listed in his or her personal profile on the Job Referral List will not go into effect until thirty (30) days after the request is made.

28. Forty-Eight (48) Hour Delay in Early Release of Freeze Holds:

If a shop steward releases a freeze hold earlier than originally requested, there will be a 48-hour delay in its going into effect.

29. No Immediate Dispatches of Stewards:

Shop stewards will only be dispatched between the hours of 9:00a.m. and 9:00p.m.

30. A Shop Steward's Job Must Begin within Twenty-Four (24) Hours of Dispatched Start Date:

The Shop Steward must start the job at the start time and date noted on the dispatch. If the Shop Steward arrives at the job and is told there is a delay in the job start date, the Shop Steward must immediately contact their Council Rep (Business Representative) to report the delay. If the job start delay is more than 24 hours, the Shop Steward has the option of either keeping the dispatch and waiting until the job starts or putting their name back on the OWL without loss of their referral.

SHOP STEWARDS MUST BE PRESENT ON THEIR ASSIGNED JOB DURING ALL WORKING HOURS OF THE DAY. THEY WILL IMMEDIATELY INFORM A COUNCIL REPRESENTATIVE IF THEY ARE ABSENT FROM THE JOB SITE EVEN FOR A DAY, OR WILL BE ARRIVING LATE OR LEAVING EARLY OR OTHERWISE NOT BE PRESENT DURING THEIR SCHEDULED WORK TIME. IF THEY ARE UNABLE TO REACH A COUNCIL REPRESENTATIVE TO MAKE THIS NOTIFICATION, THEY WILL CONTACT THE BUSINESS REPRESENTATIVE CENTER ASSIGNED TO THEIR JOB SITE.

31. Pending and Acting Shop Stewards:

Pending Shop Stewards: The Council Representative Lead Managers will be responsible for providing and updating the job referral office with the names of members who meet the requirements to be considered Pending Shop Stewards, to wit:

- Completion of an application to become a Certified Shop Steward,
- Successful completion of the one-day evaluation and interview process to become a Certified Shop Steward,
- Possession of all required skill sets,
- Completion of a Section 504 affidavit, verified by the Inspector General's Office,
- Completion of a declaration stating they are not a member of, or associated with, banned criminal group, or associated with any barred person.

When a Certified Shop Steward is not available for dispatch, the job referral office will dispatch the next available Pending Shop Steward with the same skills requested and will notify the Council Representative assigned to the job.

The assigned Council Representative will meet with the Pending Shop Steward on the jobsite during the first week of the dispatch, or as soon thereafter as practical. Thereafter, the Council Representative will continue direct or by telephone contact with the Pending Shop Steward on a weekly basis. The Council Representative is responsible for providing and documenting his or her observations and evaluations of the Pending Shop Steward's performance, and for taking appropriate action should serious concerns arise regarding the member's suitability for serving as a Certified Shop Steward.

A Pending Shop Steward will serve for the duration of a job unless he or she withdraws from or does not successfully complete Shop Steward Training. If a member assigned as a Pending Shop Steward abandons the job or is removed for failure to perform their duties as a Pending Shop Steward, the assigned Council Representative will request that a replacement be dispatched from the job referral office. The Council Representative will also notify the Shop Steward Committee responsible for coordinating the training and certification of Shop Stewards for appropriate action. Job abandonment or removal of a Pending Shop Steward may reflect on their ability to become a certified Shop Steward.

Acting Shop Stewards: When neither a certified Shop Steward nor a Pending Shop Steward is available, the job referral office will dispatch the next available member with the same skills requested to serve as the

acting Shop Steward. Unless previously obtained and on file with the Office of the Inspector General, the assigned Council Representative will obtain a signed statement of Eligibility to Serve as Shop Steward pursuant to Section 504 of the Labor Management Reporting and Disclosure Act from the member assigned as an acting Shop Steward.

Upon notification that a job has been filled with an acting Shop Steward, the assigned Council Representative will contact an employer representative to determine the job's anticipated duration. For jobs anticipated to last more than forty-five (45) days, at the discretion of the assigned Council Representative, the Council Representative will direct the job referral office to continue efforts to dispatch a replacement certified Shop Steward to the job. If efforts to replace an acting Shop Steward with a certified Shop Steward are unsuccessful and two or less weeks remain until the job will be complete, the assigned Council Representative may direct that efforts to replace the acting Shop Steward be discontinued. For jobs anticipated to be completed in forty-five (45) days or less, a member appointed as an acting Shop Steward may serve in that capacity for the duration of the job.

The assigned Council Representative will document all decisions to leave an acting Shop Steward in place or directing the job referral office to continue, or discontinue, efforts to dispatch a certified Shop Steward for review and approval by the Lead Council Representative and by the Director of Operations or by an Assistant Executive Secretary Treasurer designated by the Executive Secretary Treasurer.

An acting Shop Steward that is replaced by a certified Shop Steward before a job is completed and after less than forty-five (45) days, will receive his or her referral back. An acting Shop Steward who is replaced for any reason forty-five (45) days or more after being referred will not receive their referral back. An acting Shop Steward who completes a job will be charged with a referral regardless of the job's duration.

Regardless of a job's anticipated duration, if additional manpower is requested by the signatory contractor and a certified Shop Steward is available for dispatch, the certified Shop Steward will be dispatched by the job referral office and will assume the duties that were being performed by the member appointed as the acting Shop Steward. The member appointed as the acting Shop Steward shall remain on the job as a regular journeyman.

If a member assigned as an acting Shop Steward abandons the job or is removed for failure to perform their duties as an acting Shop Steward, the assigned Council Representative will request that a replacement be dispatched from the job referral office. The Council Representative will initiate Shop Steward Review proceedings so that the member's continued

eligibility to serve as an acting Shop Steward may be determined. Removal of an acting Shop Steward may also reflect on their ability to become a certified Shop Steward.

32. Shop Stewards Must Finish the Job to Which They are Assigned:

A shop steward must complete the job to which they have been dispatched. If a shop steward leaves their assigned job before it is completed without a valid reason to be determined by the Business Representative in charge of that job, the Business Representative responsible for the job **MUST** notify the Job Referral Office to remove the shop steward from the OWL and request a new shop steward for the job. The Business Representative have no discretion in taking this action. Also, the Business Representative **MUST** bring the steward up for steward review. Any shop steward leaving a job that is still active who doesn't notify the representative for that job shall be brought on steward review.

- (a) Unless exercising their one refusal, bypass option for off hour work, or unable to be reached, a temporary shop steward must accept all referrals in which they are called for. However, a temporary shop steward that has been dispatched to cover a job for another shop steward that is on a personal or medical leave of absence must stay on that job until the original shop steward either returns or until the job is completed, unless dismissed by the contractor for reasons accepted by the Business Representative assigned to that job. A certified shop steward who serves as a temporary shop steward will not be charged a referral if s/he is replaced by a returning certified steward.
- (b) A certified shop steward will be granted up to 90 days to secure their job while they are on personal or medical leave of absence. Any steward who incurs an injury on the job and is out on workman's compensation shall be exempt if he/she supplies the District Council with a physician's letter stating he/she cannot return to work.

33. Keeping Shop Steward Status After Period of Layoff or After Accepting a Referral:

A shop steward who places his or her name back on the OWL during a period of lay-off from a job will not be entitled to return to that job when it resumes. In such circumstances, a new steward, with appropriate skills, will be dispatched to the job. However, if a shop steward decides to wait out the lay-off period without placing their name back onto the OWL, he or she will be entitled to return to that job as the shop steward.

34. Assignment of District Council Representative:

Every job to which a shop steward is referred shall have a Council Representative assigned to it. All shop steward reports for that job shall

reference the name of the responsible Business Representative.

35. All Shop Steward Dispatch Requests Will Be Reviewed:

All shop steward dispatch requests shall be reviewed upon receipt by the District Council's officer responsible for managing the OWL (hereafter the "OWL Supervisor") or his or her staff, for potential improprieties in the skills requested (regardless of whether the dispatch request is submitted by a contractor, Business Representative, etc.). The OWL Supervisor and his or her staff, shall flag shop steward dispatch requests for further inquiry when:

- (a) a carpenter complains of impropriety related to a particular shop steward dispatch request or referral;
- (b) the shop steward dispatch request is selected randomly by the OWL Supervisor for investigation by the responsible Business Representative, as described below. The OWL Supervisor will randomly select for investigation no fewer than ten (10) shop steward dispatches per week, provided there are at least that number of dispatch requests received;
- (c) the shop steward dispatch request identifies skill certifications that have been listed by the District Council as part of the Job Referral System for less than one (1) year;
- (d) the shop steward dispatch request identifies skill certifications that are uncommonly requested (asbestos, welding);
- (e) the shop steward dispatch request identifies skill certifications that appear to be incompatible or otherwise questionable (a request listing concrete and refrigeration, or a request for a skill that is incompatible with the work that the contractor performs).

36. District Council Representative Skill Certification Within Forty-Eight (48) Hours:

All shop steward dispatch requests and/or referrals that are identified pursuant to the foregoing rule shall be brought to the attention of the responsible Business Representative, who must then certify to the OWL Supervisor within forty-eight (48) hours, whether the skills requested are in fact necessary and appropriate. The Business Representative or manager shall document the steps he or she takes to investigate whether the skills are necessary and appropriate. Failure by the Business Representative or manager to respond to the certification request in a timely fashion will subject the business representative or manager to disciplinary charges. Certification of inappropriate or unnecessary skills will also subject the Business Representative to charges.

37. Effects of Unnecessary or Inappropriate Skills:

When the OWL Supervisor determines that a shop steward had been dispatched from the OWL because the dispatch request identified unnecessary or inappropriate skills, or was incorrectly dispatched for any reason, the OWL Supervisor shall remove the shop steward and return them to the OWL subject to the three (3) referral rule. If the Independent Monitor, Inspector General or a Representative appointed by the District Council determines that a shop steward was dispatched because of wrongful conduct on the steward's part, the OWL Supervisor shall remove the shop steward off of the job and the OWL. Whenever a shop steward is removed pursuant to this Rule, a new shop steward will be dispatched from the OWL based on (a) that shop steward's position on the OWL and (b) the necessary and appropriate skills that should have been requested in the first instance. A shop steward removed from his or her position pursuant to this rule will also have his or her continued shop steward certification subject to review and possible suspension or revocation, and he or she may be subject to internal Union disciplinary charges. All acts of in- appropriations must be reported to the IGO within 24 hours after occurrence.

VI. MISCELLANEOUS

38. Reassignment of Work to Successor Contractor:

(a) **Reassignment of Work to a Contractor Not at the Jobsite:** If work on a project is reassigned to a contractor who was not working at the job site at the time of the reassignment, the shop steward assigned to that location for the displaced contractor shall have the right to retain his or her shop steward position on the job, provided he or she has not re-registered on the OWL. If the original shop steward does not retain his or her position at the site, a new shop steward shall be dispatched from the OWL.

(b) **Reassignment to a Contractor at the Jobsite:** If work on a project is reassigned to a contractor who was simultaneously working at the job site (for example, one contractor was installing core sheetrock and the other was performing tenant work), the remaining contractor's shop steward assigned to that location shall have the right to retain his or her steward position on the job, or else a new steward will be dispatched. If the displaced contractor's crew is retained by the remaining contractor and no shop steward has been previously dispatched to the remaining contractor at the job, then the shop steward dispatched to the displaced contractor shall have the right to keep his or her assignment for the new contractor,

provided he or she has not put his or her name back on the OWL.

39. Publication of Skill Classifications:

The District Council shall maintain on its website a current list of skill classifications available for carpenters and shop stewards. In addition, the District Council shall make a printed list of skill certifications available for inspection by any carpenter at the District Council's offices.

- 40. Independent Monitor** Glen G. McGorty has been appointed by the District Court for the Southern District of New York as the Independent Monitor with authority to investigate allegations of wrongdoing concerning the operation of the Job Referral system. Carpenters with complaints of wrongdoing and/or corruption concerning the operation of the Job Referral system can contact the Independent Monitor through the District Council's toll free Anti-Corruption hotline, (877)-712-4896 or [Email: monitor-mcgorty@crowell.com](mailto:monitor-mcgorty@crowell.com). All calls will be kept confidential and may be anonymous.

41. The Inspector General Office

- A.** The Inspector General Office (“OIG”) oversees all operations within the Inspector General’s Office. The “OIG” Hotline is available to the membership for receiving and handling allegations regarding fraud, waste, abuse, mismanagement, or misconduct affecting jobsites within the Council’s jurisdiction. Examples of allegations that should be reported to the OIG Hotline include:

- Members working for less than what is provided for under the Collective Bargaining Agreement (CBA);
- Cheating on the OWL;
- Violating the UBC Constitution and NYC District Council by-laws;
- Contractors that are violating the CBA.

Members making complaints should think carefully about the allegation and the information they have available that can help the OIG determine whether mismanagement or misconduct has been committed. To process the allegations, the OIG will need you to provide as much information as possible regarding the allegations. When calling the 1-855-UBC-TIPS Hotline, please have the following information available, if possible, to assist the Investigators in this matter:

- a. General Contractor name
- b. Name of any UBC members
- c. Employees location
- d. Floor
- e. Hours when work is performed

- f Type of work
- g How many carpenters?
- h When did it happen?
- i Who else has knowledge of the potential wrongdoing?

Without sufficient information the OIG may be unable to act on allegations reported. The more information you can provide, the better chance the OIG has of determining whether any wrongdoing has been committed. The OIG is very interested in the information you have provided regarding waste, fraud, abuse, mismanagement, or misconduct.

B. Office of the Inspector General Contact Information Call:

855-UBC-TIPS (toll free and 24 hours)
1-212-366-3354
1-212-366-7363(fax)

C. E-mail:

ig@nycdcigoffice.org

D. On-Line:

Complete our Online Complaint Form at:
<https://www.nycdistrictcouncil.com/ig-online-complaint-form/>

E. Write:

NYCDC Inspector General
395 Hudson St. 9th Floor
New York, NY 10014-7450

42. Weekend Millwright List

The is one weekend/holiday list for the entire Millwright Local 740 geographical jurisdiction. Millwrights may add their name to the weekend/holiday list regardless of whether they are currently employed during the regular workweek. By adding their names to the weekend/holiday list, Millwrights will be representing that they are available to work on weekends and holidays. Referrals from the weekend/holiday list will not count against referrals from the regular geographical Millwright lists. Any Millwright who refuses a referral from the weekend/holiday list except for good cause (e.g., documented illness, family emergency, or major preplanned family event) will be dropped to the bottom of the list. A weekend/holiday job referred from this list may not be extended into the following workweek. Likewise, any Millwright may not abandon their regular weekday job to work on the weekend/holiday job to which referred by the OWL. Compliance with this provision will be monitored by the OWL, the Millwright Council Reps, the Chief Compliance Officer, and the EST. Violations will subject the Millwright to discipline and sanctions under the

District Council's Bylaws and the UBC Constitution. This Millwright weekend/holiday list will not preclude Millwrights from acquiring weekend/holiday work on their own or accepting weekend/holiday work offered by a signatory contractor. All other OWL Rules, including especially those applicable to Shop Stewards, will continue to apply.

Approved: 11/21/2012 Revised: (#5)
11/30/2012
Revised: (#23) 01/09/2013
Revised: (#7) 10/21/2014
Revised: (#40) 01/14/2015
Revised: (#4, #16, #31, #32A) 09/01/2015
Revised: (#22A) 12/15/17 Revised: (#31) 9/21/2018
Revised: (#31) 1/2/2019
Revised: (#6, #31) 5/2021
Revised: (#5, #19, #30, #42) 12/2021