



Founded 1889

UNITED ASSOCIATION

of Journeymen and Apprentices of the
Plumbing and Pipe Fitting Industry of
The United States and Canada

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UA Local Union: **78**

March 5, 2020

RE: Journeymen Dispatch Procedures

1. It is the Member's responsibility to call in immediately upon termination or lay-off to be placed on the **out-of-work list** hereinafter will be referred to as "**referral list**".
2. It is the Member's responsibility to notify the Local Union of any changes to their contact information, phone number and address.
3. The Member will be placed on the appropriate referral list depending on classification: Journeyman with or without NITC P1 certification, Studio Roster, Apprentice, Pre-Apprentice, Residential Plumber, Service Plumber, Traveler with or without NITC P1 certification and out-of-state Traveler, all in accordance to Section 5 of the MLA.
4. Report any injuries, disabilities or hindrances of any kind including vacations that would prohibit employment of any type or at any location at the time of being placed on the referral list or when such occurrence takes place during the time of unemployment. Such claims shall be made in writing and in the case of disability or injury shall be substantiated with documentation from a physician. To be eligible to be dispatched to work any such member who claimed an injury or physical disability must have a physician's release to unrestricted full duty.
5. Dispatch hours are between 8:00 am and 12:00 pm. When the dispatcher calls they will let the phone ring seven times or until the phone is answered or goes to voicemail. In the case of voicemail, the dispatcher will leave a message on the answering machine, this will result in a check being given. If there is no response or job refusal a check will be given. Note, a member receiving a third check shall will be placed on bottom of the appropriate referral list at that time. In the case of no answer the dispatcher will immediately call the next name on the referral list in numerical order. If the member calls back prior to any other member accepting the dispatch that member has the opportunity to accept the job and any check given will be removed however if job is refused check will remain.
6. A Journeyman has the option to refuse work up to three times before being placed to the bottom of the appropriate referral list. Please note that to be eligible for unemployment benefits he or she must be eligible for employment and on the referral list. Refusing job referrals could jeopardize your unemployment benefits status. Apprentices are strictly prohibited from refusing work.
7. Once a Member is dispatched, he or she shall report to the Local Union Hall to pick up the work referral (dispatch) the business day prior to the job start date. The Member shall sign both copies, one copy shall remain at the Local Union Hall the other copy the Member shall present to the Contractor upon his or her arrival to the job location. The Member is also required to present the documents required for the IRS form I-9, example; driver's license, social security card and if required INS documentation.
8. Many projects require drug testing and this requirement shall be stated on the dispatch. Failing a drug test or refusing a drug test will result in the member being placed on the bottom of the referral list.

UA Plumber's Local Union 78

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9. Many projects are under a PLA (Project Labor Agreement) or have Certification requirements. The PLA projects may require local hire based on resident zip codes and or member status. The referral list will be sorted by those zip codes and the date signed in. The members within the required zip codes will be called in numerical order. Dispatch by certification, the referral list will be sorted with Members possessing the required certification in numerical order and shall be governed by the Constitution and By-laws of Local Union 78, The Constitution and By-laws of the United Association, and any contracts, MOU's or agreements held or negotiated by Local 78. Members failing to answer the call will receive a check.
10. A member that accepts a dispatch for a job then quits within fourteen (14) calendar days while work is still offered or gets terminated for just cause, shall be signed in at the bottom of the appropriate referral list regardless of the job duration. Dispatch calls of fourteen (14) calendar days or less are considered a "Short Call," and if the member is terminated at no fault of their own within the fourteen (14) calendar days, shall be restored to their appropriate place on the referral list based on their previous sign-in date. Please note, the legitimate "Short Calls," as specified by the contractor at time of request will be rotated from the top of the referral list in numerical order to allow all members an opportunity to receive work. Note, upon completion of a third "Short Call" the member returning to the referral list shall be placed at the bottom of the appropriate referral list.
11. When special circumstances arise for emergency call-outs, the Business Manager will call from the top of the referral list in numerical order or as required by applicable PLA or certification requirement as identified by the contractor's dispatch request. No check marks will be given under these circumstances.
12. To qualify for unemployment dues a member must be out of work fifteen (15) working days in a calendar month. To be eligible for California unemployment Benefits a member must be on work referral list, available for work and be up to date with union dues.
13. Appointment of job stewards shall be the sole discretion of Business Manager.
14. Any member on the referral list may request their Travel Card in person. A photo copy will be made of the card, a signature and date is required of the Member. The Member's local union dues shall be paid through the current month before Travel Card will be issued. The Member will be dispatched off of the referral list until such time the Travel Card is returned to the local union.

Fraternally,



Business Manager
Financial Secretary-Treasurer