



Out of Work Rules

- The Local Union shall maintain an **OUT OF WORK BOOK** for the purpose of registering the names and contact information of members and probationary members who are unemployed. This list shall be in THE charge of the Dispatcher. Members and probationary members shall register on the **OUT OF WORK LIST** within 24 (twenty-four) hours of employment termination. All members and probationary members who are unemployed may register on the **OUT OF WORK BOOK** by one of the approved methods.
- No member shall be allowed to enter their name on the **OUT OF WORK LIST** or be dispatched if their dues are 3 (three) or more months in arrears.
- Any member or probationary member who is injured or sick is allowed to enter their name on the **OUT OF WORK BOOK** providing a doctor's certificate is on file at the Union Office. While on compensation or otherwise medically indisposed, the member or probationary member shall retain their position on the list. When the member or probationary member is capable of returning to work, they should again submit a slip from the doctor, advising the Union office of same and then their name will be removed from the **SICK LIST**.
- Members unavailable for work may place themselves on a **WILL CALL LIST** for a minimum of fourteen (14) days. This provision is a static position on the bottom of the list. It shall be the responsibility of said member to notify the Dispatcher every thirty (30) days of their availability for work. After three (3) months on **WILL CALL**, the member's Health & Welfare benefits may be compromised, and after six (6) months their name shall be removed from the **OUT OF WORK BOOK**.
- Any member or probationary member laid off due to shortage of work will be eligible for a recall provided that the member or probationary member is requested by name by the Employer, and has not been dispatched to another project.
- Dispatch hours are from 09:00AM to 03:00 PM (Local Alberta time) Monday through Friday inclusively. If changes are made to the dispatch hours by the Local Union Executive Committee, these changes will be posted in the office and on the website. Members and probationary members shall be available during this time, and will have fifteen (15) minutes to respond to the Dispatcher. If there is no response after fifteen (15) minutes, the job call is treated the same as a refusal. Emergency calls outside regular dispatch hours will not be penalized.

The rotation of members on the **OUT OF WORK BOOK** will be determined by:

- i) acceptance of a job call, or
- ii) two (2) job refusals.

NOTE: There is a maximum of one (1) job refusal per day. If a member has six (6) job refusals within thirty-one (31) days, the member will be placed on the **WILL CALL LIST** and will be subject to self-pay on the Health & Welfare Plan.

If a probationary member has six (6) job refusals within thirty-one (31) days, the probationary member's status will be reviewed by the Local Union Executive Committee.

When a member or probationary member quits, is dismissed, or is a "no show", the member or probationary member will be rotated to the bottom of the List and will be subject to review by the Local Union Executive Committee.

8) i) Members or probationary members obtaining work outside of Millwright Jurisdiction shall remain on **OUT OF WORK BOOK** and be subject to **OUT OF WORK RULES**.

ii) Members obtaining work with a non-signatory contractor without the approval of the Local Union Executive or Business Representatives will not be covered for Health & Welfare benefits and their name will be removed from the **OUT OF WORK BOOK**.

9) Annual vacation for members is (31) thirty-one days. Members may take vacation time at a minimum of (7) days to a maximum of (31) days. Members must call and re-activate their name following completion of their vacation period. Failure to re-activate their name on the **OUT OF WORK BOOK** at the end of (31) thirty-one days will result in the member being transferred to the **WILL CALL LIST**.