

**SHEET METAL WORKERS' LOCAL 12
VOLUNTARY UNEMPLOYMENT LIST
RULES AND PROCEDURES**

July 28, 2008

Dear Brother and Sister:

From time to time this Union receives requests from various employers asking for competent sheet metal workers to fill a variety of jobs. In addition, many out of town contractors will not sign our current contract if there is a requirement that they use an exclusive hiring hall. Therefore, we are advising all employers that we do not operate a hiring hall but would be willing to provide them with a list of members who are currently out of work, along with the member's phone number and their skill levels. The letter to the employers will also advise the employer that they may contact any or all members in order to fill their employment needs. You should also be aware that they are not required to take anyone from that list. The list will be merely a convenience to our members and an employer who seeks to have competent employees fill jobs. You are encouraged, however, to seek and obtain employment with employers signatory to Sheet Metal Workers' Local 12 collective bargaining agreement through self-solicitation whenever and wherever possible.

By this letter, we are advising all current dues-paying active journeymen/journeywomen members that if they would like the Union to submit their names to employers who are seeking employees for various jobs you should submit that information to Local 12.

The following procedure will be followed in order for your name to be provided to employers who are seeking qualified sheet metal workers.

(1) Any active current dues-paying journeyman/journeywoman member desiring to be placed on the unemployment list should submit their name and contact information to the Union, which should include a phone number where you can easily be reached.

(2) On the last working day of each month a list will be compiled, and beginning on the first working day of the next month the information submitted by all of the members who have requested they be placed on the unemployment list, will be sent to any contractor requesting employees during that following month. Each month the list will be changed. You must submit your request each month in order to have your name appear on the following month's list. For example, if you notify the Union in January that you want on the unemployment list, your name will appear on the list for February unless, of course, you notify the Union that you received employment and want to be removed from that list. Your name, however, will not appear on the March list unless

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you once again, in February, notify the Local Union that you are still unemployed and want to be placed on the unemployment list. Each month will be handled the same as the above example.

(3) You must submit your request to Sheet Metal Workers' Local No. 12 Pittsburgh office in one of the following ways:

- a. Sending a certified and/or registered letter to the Local Union's Pittsburgh office stating you wish to be placed on the unemployment list;
- b. A fax transmission to the Local Union's Pittsburgh office stating you wish to be placed on the unemployment list;
- c. Appearing at the Local Union Hall office at 1200 Gulf Lab Road and registering in person for the unemployment list.

(4) There will be no exceptions to the above. Reporting by telephone that you wish to be placed on the unemployment list will not be allowed.

(5) **Enclosed for your use is a list of the various qualifications you may want to include with your first registration.** It is your obligation to provide the Local Union with all your qualifications, experience, special skills, etc. The Local will keep this resume on file and if you ever desire to change or amend the same, you must notify the Local Union. You need not resubmit this certification once you initially submit it. However, because the certification is on file does not mean that you do not have to register each month if you want to be placed on the unemployment list for the following month.

Subsequent registration if done by fax or certified/registered letter will only require a short note stating that you would like to be placed on the unemployment list.

The Union hopes this will assist members in obtaining employment and also help the contractors adequately staff their manpower needs.

If you have any questions or wish to discuss this, please do not hesitate to contact me.

Fraternally,

Kenneth C. Greiner
Business Manager/Fin. Sec.-Treas.

CERTIFICATION OF SKILLS

It is your obligation to provide the Local Union with all of your qualifications, experience, special skills, etc. The Local will keep your Resume on file, and if you ever desire to change or amend the same, you must notify the Local Union.

- ___ Shop
- ___ Field
- ___ Welder
- ___ Certified Welder
- ___ TAB Technician
- ___ Draftsman
- ___ CAD
- ___ Roofing
- ___ Lagging
- ___ Furnace Install
- ___ School Clearances (specify) _____
- ___ Other (specify) _____

Name

Telephone Number