



What to do as a Union Member

Question	What to do	Who	Where
Why Union ?	So you are represented and have rights to fair wages and benefits while working under a CBA (Collative Barging Agreement). As well as the best training available in the trade.	Your business manger (Aaron Butler) has 4 business agents (Mel Ingwaldson, Rick Hudson Mark Gallego and Larry Savage)as well as your Job Site Steward that over see your rights as a union member	Local 469 24th St.
What is a Business Manager?	The Business Manager is elected by the Union Body every 3 years and is person that run and over see all action at the Union, Apprenticeship and Contractors. He also works with his agents to resolve issues that occur in the Trade.	Aaron Butler	Local 469 24th St.
What is a Business Agent ?	The Business Agent is and elected postions done every 3 years by the Union Body there job is to represent the members of this local union and maintain the integrity of the CBA	Mel Ingwaldson, Rick Hudson Mark Gallego and Larry Savage	Local 469 24th St. And on the job sites
What is a Job site Steward?	The Job Site Steward is picked by the Business agent to represent the union members on a specific project. He or She should always be present if there is issues or conflicts of the CBA.	You will be notified if there is a Steward on the site and their name	Article 7 7.A 7.01 - 7.06
What is a CBA ?	Collective Barging Agreement is a document of rules to be followed by both the contractors and the members of the local union. It sets working rules wages and benefits for our members.	As a union member you have the right to vote if you are in good standings on what is in the CBA. This has been negotiated since 1910 by the members and contractors of local 469	Every 3 years this is reviewed modified and voted on.
What does it mean to be in good standing?	A member in good standing is one that stays current with window dues and death benefits. If one does not pay dues for 3 months they go suspended and it cost 50 dollars to get re-instated. If one goes 6 months without paying dues they get expelled. If you get expelled you are no longer a union member. as well as have all dues and Deaths current an apprentice must also be current with all apprenticeship obligations.	It is up to You to insure your dues and deaths benefits are paid and current at local 469. Set it up on your calendar in your phone to remind you that you need to pay dues.	Local 469 24th St. In person or by phone and credit card. Article F 3.49
What happens if I am not in good standings?	You will be able to vote for a year or run for office for 2 years. If you go expelled you date of initiation changes to the date you get reinitiated.	It is up to You	Local 469 24th St.
What are window dues ?	Window dues are paid at the window of the local union or can be paid by mailing a check or by phone and using your credit card. These must stay current to be in good standing. Windows Dues go directly to the UA for charter ship.	It is up to You to keep these current. These dues are 100% tax deductible	Local 469 24th St.
What are working dues ?	Working dues are used for maintaining the union halls property paying all bills related with the union hall such as water power and trash. It also pay for the elected representative as well as any appointed representatives by the Business Manager.	This is automatically with drawn from your check weekly. These dues are 100% tax deductible.	Article 14 14.G 214.28, 14.29, 14.30
What are Death Benefits ?	Death Benefits works this way. Every time one of our members pass away and they are in good standing their family member will receive a check for the help in burial expenses. This amount is \$15,000. The UA also pays out \$2,600 if you are in good standing.	It is up to you to insure you are current on Death benefits these can be paid for in person at the front window or by phone and credit card. It is also up to you to insure your beneficiary cards are current with the correct info of whom receives the benefit if you pass away.	Local 469 24th St.
How do I obtain employment?	Employment is obtain through the union hall. No member is allowed to solicit his or her own work. By doing this you are in violation of the CBA	Dispatch	Union Hall Article 3

What does it mean to be dispatched ?	To be dispatched from local 469 means to take a work call for a signatory contractor with local 469. you will either take a long call or a short call. Short calls are 15 working days or less. No member of 469 can be working for a signatory contractor and still maintained his or her name on the out of work list.	As an apprentices you will be dispatched by Quinn Ledbetter . Journeymen are dispatched by Tony Gauthier or whomever is running dispatch that morning	Local 469 24th St. Article 3 3.23
What time is Dispatch?	Journeymen dispatch is at 9:30 am on the morning there are actual work calls. Sign in for dispatch is at 9:15 am. You may also call in the night before on the work recorder (602) 956-9702 and leave a message on which job you are interested in. Apprentices will be contacted by Dispatch and offered work. if an Apprentice turns down more than 3 work calls they will receive a negative action	As an apprentices you will be dispatched by Quinn Ledbetter . Journeymen are dispatched by Tony Gauthier or whomever is running dispatch that morning.	Local 469 24th St.
How do I get on the dispatch list?	If you are new to the Local Union you will be signed up on the out of work listing per the correct listing, Apprentice, Journeymen1,2 or 3 Metal Trades of VDCT. If you have been dispatch and then laid off or terminated you will call the hall and make sure you let them know you are out of work and need to be placed on the out of work list. you may also come down in person to sign the out of work list.	<u>Dispatch, Quinn, Jaime, Annett or Misti</u>	Article 3 3.D 3.28
What is a signatory contractor ?	A signatory contractor is one that has agreed to follow the CBA as far as payment in wages and benefits as well as following the rules of the Collective Bargaining Agreement	Approximant 97 contractors that are signed with Local 469	State Wide
What do I do after dispatch ?	Once you receive you dispatch from local 469 you will most likely have to go take a drug test for employment. After Dispatch your name will come off the out of work list.	This information will be given to you by the person doing the dispatch. This will need to be done on the day you have received you dispatch.	one of many clinics on the map provided to you.
What do I do after doing my Urine Analysis (UA) ?	When you receive your dispatch it is imperative you read all direction and full understand them. There will report locations and time for you to adhere to. If you have any question on this please ask the dispatcher at the time of dispatch.	This is the responsibility of you to insure <u>you</u> fully understand the direction given to you for your work call	Local 469 24th St.
What happen if I do not pass my U.A.?	If you do not pass your U.A. and you are an apprentices you will not be able to work for that contractor if it is a requirement of that site or the end user to be able to pass a U.A. You will be notified by dispatch that you have failed and that you are non compliant. As an apprentices you will have the opportunity to re-test at your own cost if it comes back positive a 2nd time the apprenticeship program will be involved and the recommendation of EAP will be given. As a journeymen you will be contacted by dispatch that you are non compliant and to return to the hall.	It is up to <u>you</u> to be able to pass a Urine analysis as required by contract. However if you do have issues you have the right to review your results in a confidential manner	Testing Facility Union Hall Article 3 3.05
When do I report to work ?	You dispatch will have this information. The 1st day you report might not be the same place and time as the 2nd day due to training or availability of a training facility.	You will need to fully understand where to be and when to be there. Make sure <u>you</u> are dressed for work when you report (even for training) if you are late or not dressed properly for work they can send you home with no pay.	Job site or training facility depending what work order says.

What do I do with my work order once I go to work ?	Once you are Employed your work order is not longer needed. However I recommend you save every pc. of paper you get in the trades.	Work order will be presented to the employer when you show up. This will either be given to the steward or the supervisor that is stated on the work order	Job site or training facility depending what work order says.
Will I have a supervisor?	Yes the CBA covers this by setting up a set number of men per foremen, General Foreman and Superintendents. It is always important to follow the chain of command. This allows the information tools and material to flow correctly through the process and to the working hands.	Superintendent, General Foreman, Foreman, Journeymen, Apprentices, jobber.	Article 13 13.C 13.14 through 13.18
What work do we cover in our CBA ?	Local 469 member's cover a large variety of work in the state of Arizona. Anything to do we pipe we pretty much cover as well as the equipment that is in piping systems. Any time you are working for a signatory contractor they should not have a non sig contractor as a sub-contractor doing out work.	<u>Contractor, Supervision and You</u>	Schedule A 1 through 55
What am I allowed to do at work as an apprentice?	When at work you are to do what your supervision and journeymen direct you to do. There will be times when information materials or tools could be held up. You will find there is always something to do and constantly ask what is next in your mind. Do all you can to keep working.	Chain of command is as follows. <u>Superintended</u> gives direction to the <u>General foreman</u> , GF gives information to the <u>Foreman</u> , Foreman gives info to journeymen and <u>Journeymen</u> gives direction to the <u>Apprentices</u> . A <u>Foreman</u> can direct an apprentices as needed.	CBA Article 12 12.01 through 12.10
What am I allowed to do at work as an Metal Trades Journeyman?	You would work on all systems that fall under the CBA in Commercial 1 or light commercial except the following. Welding of any type, Brazing on medical gas systems, supervision or on Data Centers.	<u>Metal Trades Journeyman</u>	
Am I allowed to work by myself?	As a 1st, 2nd or 3rd year apprentice you are to be supervised by a journeyman. The ratio for this on a Commercial 1 or 2 job site is 1 to 1 for the first 7 apprentices on a job. Then it goes to one for every 2 journeyman after that. On a industrial job it is 1 to 1 for the first 3 apprentices then 3 journeyman to 1 apprentice after that.	<u>Journeymen & Apprentices</u>	Article 12 12.04 and 12.05
What do I do if I feel I am being asked to work outside the CBA?	You should voice your concern to the supervisor or you Journeymen (If an apprentice), if this does not work then you will need to request to see the job site steward. If the job is a small one and there is no site steward call the Business agent that takes care of that site.	<u>Direct supervisor, Journeymen, Site Steward, Business agent</u> .	Job site or call the Union Hall (602) 956- 9350
What do I do if I feel I am being harassed for any reason?	If a person feels they are being harassed for any reason they can contact their direct supervision, or the job steward. If that does not work for you contact the appropriate Business Agent	<u>Foreman, Job site Steward Business Agent, Business Manager</u>	Job site or call the Union Hall (602) 956- 9350
What do I do if I get hurt on the job?	Each company has different procedures for when an employee get hurt on a job site. This will be taught in your orientation.	<u>You</u> need to fully understand what needs to take place if you get hurt, or someone around you gets hurt.	Job Site Article 11 11.30, 11.32

What type of tools do I need for my trade?	In the back of the CBA there is a list of tools that is required of oneself. No other tools should ever be brought from home to perform the work we are required to do in the CBA. No company owner or its supervision should ever ask you to bring in more than is required by the CBA. By doing so you may have charges filed against you. If supervision ever does ask for you bring tools above and beyond the CBA contact your steward or Business Agent immediately.	<u>You</u> should read and fully understand the CBA.	Article 11 11.33 and page 58 exhibit 2
What safety PPE am I required to bring?	<u>None</u> ! The CBA requires our contractors to provide you with all PPE to do our work safely. As well as any training that would be required for job site specific. No training by the contractor goes unpaid unless one does not meet job site requirements.	<u>Contractor</u>	CBA Article 6 6.01 through 6.13
Do we get any type of breaks while at work?	<u>Yes</u> the CBA clearly states you will receive a morning break half way in between starting time and lunch. Lunch will be 30 mins. And will commence between four and six hours after designated start time. If a 10 hour or more work shift a 2nd 15 min. coffee break shall be provided. If more than 12 hours time will be provided to go get a hot meal or have one provided. Then every 4 hours after that.	<u>Contractor</u>	CBA Article 11D 11.16 through 11.17
When do I get paid?	You will receive a check once a week per the CBA. This check will either be a hard check in which you can cash at a local bank or you may request direct deposit. Even with a direct deposit you will still receive a hard copy of your check stub showing hours worked, wages paid and all benefits paid. If you do not receive your pay on time contact your job site steward or the appropriate Business Agent.	<u>Contractor, Foreman, Job Site Steward</u> , or appropriate <u>Business Agent</u>	CBA Article 11.F 11.20 and 11.22
What are my wages and benefits?	Your wages and benefits are set up in the CBA. There are wages and benefits that cover apprentices, journeymen and Metal trades journeymen. These wages are only the baseline in pay. The Contractor can always pay more if they agree upon this with you. Wages are also compensated on swing shifts by 15%. This is not the case if you are working for a national contract.	CBA	CBA Article 17 in the also Article 14 14.07
When does my insurance kick in and how does it work?	A minimum of 2 month and 300 hours of employment. Insurance works off a banked hour system. Once you make your banked hours your insurance will kick in. It is 1000 dollar deductible of a single person or 2000 for a family. It does not matter how many children you have they all will be covered if you are the legal guardian.	It will be up to you to make contact with the Fringe benefits office to insure you have insurance. You will talk with Cindy or Doris for these answers.	Fringe benefits office 24th st 602- 956-9350
What is a disciplinary Action and why would an employee receive one?	A Disciplinary Action is a form of telling an employee they have violated the CBA. They come in two different versions. One is a verbal warning. Usually this would be the first warning for an infraction of the CBA. The other is a Written. An employee receives a D.A. for some of the following actions. Not showing up for work, Harassing someone on the job, violation of a safety rule, lack of craftsmanship, lack of production, refusing to do UA work.	The people involved with this type of action would be the employee, the <u>immediate supervisor</u> , the <u>job site steward</u> and <u>any witness</u> to the violation.	Job site

What do I do when I get written up for disciplinary actions ?	If for some reason you are written up take the time to review the write up. On the form it will have a spot for your comments. Use this to explain why the situation is what it is. Example you get written up for lack of production but the contractor has not provided you with tools and material. you would place this comment in the comment box.	When ever you are written up and you are on a job with a steward he or she will be present while the warning is documented. If the job site <u>Steward</u> is not there you may request them to be present. If the Job does not have a steward and you feel that the disciplinary action does not fall in line with the CAB you make ask for a copy to be sent to the <u>Business agent</u> in charge of the project. Apprentices contact the <u>Training Center</u> as well.	Job site
What does it mean to be laid off?	To be laid off from a job is part of the trade. This is not a bad thing. Construction is a cycle of work. Jobs are built then the construction workers leave. A Lay off means you have been released from a company and are eligible for re-hire and are in good standings with the hall and the apprenticeship.	<u>Immediate supervisor</u> , the <u>Job site Steward and</u> of course <u>You</u>	Job site
What do I do when I get laid off?	When an employee gets laid off from a contractor make sure you read it the pink slip so you agree with what is written on it. Look Make sure eligible for re-hire box is check and that all tool are returned. You then will need to let the Union Hall know you have been laid off from the contractor you were working for. This can be done either by bringing you pink slip with you, or by phone call to the union Hall (602) 956-9350. Make sure before your conversation is over you are on the out of work list. If the contractor does lay you off you should be paid in full no later than one-half hour prior to the end of shift. If your not present on the job site check will need to be to the union hall no later than 4:00 pm	<u>You</u> and the <u>Union Hall, Quinn, Jaime, Annett</u> or one of the <u>Business Agent</u> if needed	Union Hall Article 11.F 11.21
What does it mean to be Terminated or Fired?	To be terminated or fired is to be removed from a contractor for a possible violation of the CBA. If you are in the apprenticeship and get fired you will get a negative action. If you receive 2 negative actions with a rolling 2 year period you will be removed from the apprenticeship. If you are a list one journeymen and get terminated you will be ineligible to be dispatched to the same contractor for a period of 90 days. If a journeymen is fired from the same contractor he or she will not be able to work for that contractor with out written permission by the company allowing you to do so. If a Journeyman receives a 2nd ineligible for rehire termination with in 6 months period they will not be able to sign the out of work list for period of 90 days. List 2, 3 and Metal Trades journeymen will receive 180 day band from the contractor 2nd termination with in 3600 hours and they can not sign the list for 1 year.	<u>Immediate supervisor</u> , the <u>Job site Steward and</u> of course <u>You</u>	CBA Article 3.E 3.43 page 12
What do I do if I get terminated or fired?	IF you are going to be terminated for a violation in the CBA make sure your job site Steward is present while this is taking place. If you feel this termination is unjust then you will need to contact the Business Agent in charge of that job. You have 5 working days to file a <u>grievance</u> to repeal the termination. As an Apprentice you will need to notice the union Hall as well as the Apprenticeship office that you have been terminated.	<u>Immediate supervisor</u> , the <u>Job site Steward, You,</u> possible one of the Agents <u>Mel Ingwaldson, Rick Hudson, Mark Gallego or Larry Savage.</u>	CBA Article 3.E 3.43 , 3.44 3.47 page 12 Job site Union Hall
Can I quit my job if I want to?	As a Journeymen you would be able to quit a job for any reason and the contractor can not place an ineligible for rehire of your pink slip (discharged). As an apprentices you are bound by the rules and guide lines for the apprenticeship. Apprentices do not have that right.	<u>You</u> your <u>Direct Supervisor</u> and the job <u>Site Steward</u>	Article 3.C 3.25

What do I do to quit my job?	You can either call in and let your supervisor know and tell them you are quitting or if you are physically on the job you notify your supervisor. Do not just leave the job with giving this notice. You will also let the steward know you are dragging up (quitting). if you do quit the contractor has till the end of the next business day to get your check to the hall or mailed you your home address. (I recommend having them send it to the hall.) If you are an <u>Apprentices</u> you are dispatched to a company and not a certain job, so you can not quit. If you do quit it will lead to a negative action.	<u>You</u> your <u>Direct Supervisor</u> and the job <u>Site Steward</u> .	Article 3.C 3.25 Article 11.F 11.21
Can a company transfer me from one job to the other if work is finished that I was dispatched to?	A company may ask you to transfer if the job you are were dispatched for is coming to a completion. However as a <u>Journeyman</u> you have the right to turn down this offer and ask for a lay off. If you do as for lay off because you do not wish to transfer to a job you where not dispatched to the contractor will have to give you a clean layoff and a eligible for rehire check in the box on the pink slip. As an <u>Apprentice</u> you are dispatched to a contractor and not a particular site so the option to quit due to transfer is not an option.	<u>You</u> , <u>Job site Foreman</u> , <u>Job Site Steward</u> , or if needed the <u>Representing Agent</u> for that contractor or project.	Article 3 3.19
Can one company loan me to another company with out going through dispatch?	No. this can only be done with written approval of the <u>Business Manager</u> and it would have to be very special occasion to do so.	Call you <u>Job Steward</u> or <u>Representing Agent</u> if this takes place, or you asked to do so.	Article 3 3.09
What is a Grievance?	A grievance is a action taken by one that feels that have been mistreated per the CBA or apprenticeship rules. This is how we take care of disputes in the local union with in our own system. This would be filed if you are wrongly terminated of wages not met per the CBA.	<u>You</u> your <u>representing Business Agent</u> .	3.H, 7.B 7.07, through 7.23
What does it mean to have Charges filed against you?	Having Charges filed on you by another member means that you have violated the CBA. This could be done for bring your own tools to work that is not on the required listing or working non union. Anyone that is part of the collective Barging agreement is allowed to file charges for just cause.	<u>You</u> and <u>other Member</u> your Representing <u>Business Agent</u>	UA Constitution
What does a regular work week constitute?	A regular work week is from 5:00 am to 6:00 pm Monday through Friday. The employer does have the option of a 4 day 10 hours a day schedule or a 5 8's schedule. Any time before or after that would be considered shift work.	<u>Contractor</u> , <u>Project Owner</u> or <u>Project GC</u>	Article 11 11.A 11.01, 11.03
What if I have an appointment in the morning and we are working over time?	Over time is paid any time you have 8 hours of straight time in on a 5-8's schedule, or 10's on a 4-10's schedule anytime during the regular work week.	<u>You</u> and <u>other Members</u>	Article 11 11.A 11.02
Do we observe holidays ?	Yes we do, we have a total of 10 holidays in our calendar year. We also count Sunday as a Holiday.	<u>You</u> and <u>other Members</u>	Article 11.B

Do we get paid holidays?	No we have always worked for our pay. With that being said any holidays you do work you will receive double time, excluding Christmas and Labor day you will receive triple time.	<u>You</u> and <u>other Members</u>	Article 11.B 11.06, 11.08, 11.09, 11.10
Will I always work during the day time?	Some times our projects require us to be on the site while other are a way, or schedule dictates more than one shift for completion dates. Then we will work a swing shift and some times a graveyard shift.	<u>Contractor, Project Owner or Project GC</u>	Article 11.C 11.11 through 11.15
How early can I show up for work? And how late can I stay.	No contractor shall direct an employee, to report for work more than 15 minutes before shift, or remained longer than 15 minutes on a job after shift. Never start actually working till the proper start time.	<u>You</u>	11.G 11.25
Do I bring my own water to work?	You do not have too. The contractor needs to provide suitable ice water and sanitary drinking cups.	<u>Supervision</u> and the <u>Contractor</u>	11.G 11.27
If I work out of town do I get subsidized for lodging ?	This would depend where you would be working at. There are free zones set up through out the state that allows our contractor to bid work at a competitive rate. Thus excluding lodging pay. However if you are not located in a free zone the contractor would then have to subsidize you at a rate of 75.00 per day.	<u>Contractor</u> and <u>You</u>	Article 17 17.F 17.20 through 17. 24
If I am required to work on a project in town do I have to pay for parking ?	No. If you are working in part of the town that parking is a premium the contractor will have to provide you or reimburse you for your parking. Parking can be provided or if the light-rail is within one city block of the job site a light rail pass can be purchased for you to use in lieu of paid parking.	<u>Contractor</u> and <u>You</u>	Article 17 17.G 17.25
What is the Standard for Excellence ?	The Standard for Excellence is a set of rules established by the UA for both the member and the contractor that has been added to our CBA. By following these rules it insure for both the members and the contractors the best way to stay productive and professional	<u>Contractor</u> and <u>UA 469 member's</u>	Exhibit 1