

HIRING HALL PROCEDURE

Effective July 15, 2009

*This summary is only a description of the general policy.
For the actual policy, see the hiring and referral document.*

REGISTRATION ON THE OUT-OF-WORK LIST

***RE-REGISTRATION IS REQUIRED EACH MONTH!**

- Registration for referral is only effective for **one calendar month** (the calendar month in which the registration of availability is filed). Everyone must register in person, except that those on the Neighbor Island referral areas with no Union office (Kona, Molokai, Lanai, Kauai) may re-register by mail.
- You must re-register again **within the first five (5) working days** of the following calendar month to keep your position on the out-of-work lists.

Members in good standing and those who have pre-paid their registration fee may re-register by phone or in person. All others must re-register in person. Those on the Neighbor Island referral areas with no Union office (Kona, Molokai, Lanai, Kauai) must re-register by mail.

No re-registration → off the out-of-work list.

If you are laid off / discharged from a job → you must register to be placed on the out-of-work list.

Members currently employed & Members already on the out-of-work list:

- The Union will continue to use qualifications, work history, skills & jobs you are able to perform that we already have on file.
- If you want to make any changes → you must appear in person at the Union office.
- The Union may verify any prior employment, licenses, certifications or skills listed by an applicant.

2 OUT-OF-WORK LISTS:

- 1) CONSTRUCTION
- 2) NON-CONSTRUCTION

- Both lists will be **geographically based** (for example - Oahu, Maui, Kauai, Kona, Hilo)
- Applicants are listed in order of seniority according to the date and time of registration
- Applicants on the Construction list may register on the Non-Construction list
- If you are registered on **both lists** and are referred to a job on the Non-Construction list → you will be able to keep your position on the Construction list and be eligible for construction job calls.
- **If you are registered only on one list and referred for a job:**
 - You must register after the job ends (job done, layoff, discharge)
 - You will be placed at the bottom of the list

You will not be referred to a Contractor if you were previously discharged for cause by the same employer within the last 5 years or were discharged for any other reason within the last 6 months.

OUT-OF-WORK LIST GROUPS

**** EACH LIST IS GEOGRAPHICALLY BASED****

**** YOU MUST MEET ALL QUALIFICATIONS LISTED IN EACH GROUP
IN ORDER TO BE PLACED IN THAT GROUP ****

CONSTRUCTION -- includes experience in the following construction trades:
Construction, Masonry, Construction Landscape, Environmental,
Final Clean-Up, Guardrail & Sign, Waterscape, Fencing

GROUP A

- All Group B requirements

AND

- OSHA certification

GROUP B

- Local 368 member
- 4 or more years experience in the trade OR certified as a Journeyman Laborer by the Union or Joint Apprenticeship & Training Committee
- Employed in Hawaii in the trade for at least 6 months in the last 4 years

GROUP C

- Applicant (member or non-member)
- 2 or more years experience in the trade
- Employed in Hawaii in the trade for at least 6 months in the last 4 years

GROUP D

- Local 368 member with less than 2 years experience in the trade and employed in the trade for at least 3 months in the last 3 years.

OR

- LIUNA members (transfers) who have been certified as a Journeyman by another LIUNA Local Union or area JATC but have not yet been employed in Hawaii in the trade for 6 months in the last 4 years.

NON-CONSTRUCTION

GROUP A – Local 368 member

GROUP B – Applicant (non-member)

APPRENTICE – Referred in order according to the requirements of the apprenticeship program.

REMOVAL FROM THE OUT-OF-WORK LIST

YOU WILL BE REMOVED FROM THE OUT-OF-WORK LIST:

- IF YOU FAIL TO RE-REGISTER EACH MONTH WITHIN THE FIRST 5 WORKDAYS
- WHEN YOU ACCEPT A JOB REFERRAL
 - If you are referred to a "short-call" job requiring only 40 hours or less and you re-register within 48 hours of termination or layoff, you will be restored to your prior place on the list.
- IF YOU ACCEPT A JOB REFERRAL AND FAIL TO REPORT TO THE JOB READY TO WORK (including failing to appear for drug testing or other pre-employment appointment)
 - 1st offense -- off the list for 30 days (1 month)
 - 2nd offense -- off the list for 90 days (3 month)
 - 3rd or more offense -- off the list for 180 days (6 months)
- IF YOU FAIL TO ACCEPT TWO CONSECUTIVE JOB CALLS DURING THE ESTABLISHED DISPATCH HOURS (1:00 - 4:00 p.m.)
 - If you are not available when the dispatcher calls you for a job referral
Includes: -not answering the phone call
 - phone number provided to the Union is not working
 - If you turn down employment when the dispatcher calls you for a job referral
- IF YOU ARE DISMISSED FROM EMPLOYMENT FOR SUBSTANCE ABUSE
 - 1st offense -- off the list for 30 days (1 month)
 - 2nd offense -- off the list for 180 days (6 months)
 - 3rd or more offense -- off the list for 365 days (1 year)

You will be required to submit a "negative" drug test from an accredited lab (at your own expense) before you can be placed on the list after the suspension period above
- IF YOU VOLUNTARILY QUIT A SIGNATORY CONTRACTOR AFTER BEING REFERRED AS A CONSTRUCTION LABORER II OR HIGHER → YOU WILL BE BARRED FROM THE LIST FOR 30 DAYS. Exceptions may be made for good cause.
- IF YOU ARE TERMINATED FOR CAUSE FROM 3 CONTRACTORS IN A 6 MONTH PERIOD → OFF THE LIST FOR 6 MONTHS. IF YOU ARE SUSPENDED TWICE IN A 3 YEAR PERIOD, YOU WILL BE OFF THE LIST FOR ONE YEAR.

**** WHENEVER YOU ARE REMOVED FROM THE OUT-OF-WORK LIST -- IT IS YOUR RESPONSIBILITY TO RE-REGISTER**

DOCUMENTS AS REQUIRED BY FEDERAL LAW FOR EMPLOYMENT PURPOSES

Employee is required to present one original document from “A” OR one **each** from “B” **AND** “C”.

A. IDENTITY AND EMPLOYMENT

1. U.S. Passport.
2. Certificate of U.S. Citizenship, INS Form N-560 or N-561
3. Certificate of Naturalization, INS Form N-550 or N-570.
4. Unexpired foreign passport which:
 - a) Contains unexpired stamp reading, “Processed for I-551. Temporary evidence of permanent residence. Valid until _____ . Employment authorized” **OR**
 - b) Has a Form I-94 attached, bearing same name as passport and containing employment authorization stamp.
5. Alien Registration Receipt Card, INS Form I-151 or Resident Alien, INS Form I-551 with bearers’ photograph.
6. Temporary Resident Card, INS Form I-668.
7. Employment Authorization Card, INS Form I-688A.

B. IDENTITY ONLY

1. State-issued driver’s license or state-issued identification card with photograph or identifying information (name, birth, date, sex, height, eye color, address.)
2. School identification card with photograph.
3. Voter’s registration card.
4. U.S. Military card or draft record.
5. Identification Card issued by federal, state or local government agencies or entities.
6. Military dependent’s identification card.
7. Native American tribal documents.
8. U.S. Coast Guard Merchant Mariner Card.
9. Canadian driver’s license.

C. EMPLOYMENT AUTHORIZATION ONLY

1. Social Security number card (except if printed “not valid for employment purposes”).
2. Unexpired re-entry permit, INS Form I-327.
3. Unexpired Refugee Travel document, INS Form I-571.
4. Certification of Birth, issued by State.
5. Certification of Birth Abroad issued by State Department of Health, Form DS-1350.
6. Original or certified copy of birth certificate issued by state, county or municipal authority bearing a seal.
7. Employment authorization document issued by INS.
8. Native American tribal documents.
9. U.S. Citizen Identification Card, INS Form I-197.

(Note: Special provisions may be made for individuals under age 16 who are unable to produce above-mentioned documents.