

**ALBERTA AND NORTHWEST TERRITORIES  
(DISTRICT OF MACKENZIE)  
REGIONAL COUNCIL OF CARPENTERS AND ALLIED  
WORKERS**

**OF THE UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF  
AMERICA SHALL BE AS, STIPULATED BY THE MEMBERSHIP IN  
ACCORDANCE WITH THE PROVISIONS OF THE CONSTITUTION AND THE  
BY-LAWS OF THE LOCAL UNION. Hereinafter referred to as “The Union” or  
“Regional Council”.**

**TRADE RULES  
PERTAINING TO THE CARPENTER AND ISM  
TRADE DIVISIONS**

**REMEMBER – YOU ARE THE UNION**

**#200, 15210-123 Ave.  
Edmonton, Alberta T5V 0A3  
Phone (780) 474-8599 Fax (780) 474-8910**

**Dispatch 1 888 944-0818**

**It is every member’s responsibility to familiarize your  
self with the contents of these Trade Rules.**

**These are your Trade Rules and you are responsible for  
knowing them and seeing that they are adhered to.**

## Trade Rules

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## REGISTRATION

### SECTION 1

Hiring Hall Procedures for Registration and Dispatch for members of Local Union 1325 and Local Union 2103 excluding Roofers.

#### Section 1.01

Registration times shall be by phone, between the hours of 5:00 P.M. to 6:00 A.M. the following day.

#### Section 1:02

A register of members not working (the "dispatch board") shall be kept throughout the year and all members must report when they cease work and they must be registered as soon as possible

#### Section 1.03

It is the member's responsibility to ensure all certifications and qualifications are registered on the member's file. It is also the member's responsibility to ensure that the Union has his/her current address and phone number. A ten (\$10.00) dollar fee will be assessed for each mailed item returned due to failure to provide a current address.

#### Section 1:04

A member will retain his/her position on the dispatch board after being dispatched if he/she is laid off and did not quit his/her job(s) without just cause before a total of thirty-one (31) calendar days. Note these days may be accumulated from one or more jobs. If the member does not have a total of thirty-one (31) calendar days in a twelve (12) month period he/she will retain his/her dispatch board position and the calendar days will return to zero on the anniversary date of his/her first registration date. Note: this will be carried over from previous jobs for a total of thirty-one (31) calendar days before going to the bottom of the dispatch board.

#### EXAMPLE:

1st job- 10 calendar days  
2nd job-12 calendar days  
3rd job- 9 calendar days  
Total – 31 calendar days

This pertains to layoff or unjust dismissals. When a member quits a job without just cause he/she will be placed at the bottom of the dispatch board.

The job Seward will notify the Union office of quits and dismissals for cause within 5 days whenever possible to insure that maintaining Dispatch board position is for appropriate reason.

#### Section 1:05

Any member who is on the out of work list for 6 Consecutive Months (six Months -184 days) and the member has not bid for union work in that time period or produced valid reasons for not seeking union employment will have their name removed from the out of work list. That member would have to re-register to be considered for dispatch at the bottom of the list and will be notified of removal by the Union office.

Valid reasons:

1. a. On recognized Physical or mental disability as verified by the ACAW Trust Fund office or Physician.  
b. On maternity leave.
2. Unable to be away from home due to caring for an infirmed family member with recognized physical or mental disability as verified by the ACAW Trust Fund office or Physician.
3. Working by direction of the Organizing department of the Local Union]

## DISPATCH

#### Section 2:01

Members must be registered on the dispatch board and in good standing to be eligible to place a bid and receive a dispatch slip.

The Order of dispatch shall be as follows:

- (1) Qualified members bidding with lowest number residing as local resident (as per collective agreement),
- (2) Qualified members of 1325 or 2103 bidding with lowest number residing (as per Section 2:05) in the jurisdiction of the Alberta Regional Council,
- (3) Qualified members of 1325 or 2103 bidding residing outside the jurisdiction of the Alberta Regional Council,
- (4) Qualified members permitted from other UBC jurisdiction.

The order of layoffs shall be in the reverse order.

If a member is dispatched by another Union or association to work under a contract in the construction industry that is not valid with the UBCJA or the member is working non-union without reporting in, the members name shall be removed from the dispatch board and they shall be treated as any other member regularly dispatched.

**Section 2:02**

All members must have been issued a dispatch slip to be employed with a Union Contractor. Members who attend work when they have not been issued a valid dispatch slip may, on recommendation of the Trade Rules Committee, be subject to a fine of two hundred and fifty (\$250.00) dollars per day worked while employed without a dispatch slip.

**Section 2:03**

Any member who bids and is dispatched to go to work must report for work on the job at the time specified. A member who fails to do so without justification may, on recommendation of the Trade Rules Committee, be subject to a fine of two hundred and fifty (\$250.00) dollars and subsequent offences may receive a fine of (\$300.00) three hundred minimum to maximum of what the constitution will allow.

**Section 2:04**

Any member who has made a false statement in order to obtain a position on the dispatch board or to obtain a dispatch slip may, on the recommendation of the Trade Rules Committee, be subject to a fine of three hundred (\$300.00) dollars.

**Section 2:05**

(i) A Local Resident shall be as defined in Collective Agreements or applicable Project Agreements. Local Residents will be given first consideration for work in their local areas.

In making the determination as to local residency, the following factors will be taken into consideration.

- (i) The dwelling place of the member's spouse and dependents.
- (ii) Personal property and social ties to a specific community.
- (iii) Residential ties elsewhere.
- (iv) Permanence and purpose of residence in a particular community.
- (v) Documentation of Street address or legal land description supported by:

(a) plus two of (b-f)

- (a) Alberta drivers license or Alberta Government issue ID
- (b) Property tax or lease agreements
- (c) Alberta vehicle registration and insurance
- (d) Employment insurance form
- (e) Voters registration
- (f) Tax assessment and/or filed tax returns from claimed address

(ii) Residency change is recognized ninety (90) days from acceptance of change of address form supported by the documents listed in 2:05(i) by the Dispatch office.

### **Section 2:06**

### **Section 2:07**

There will be one (1) call out per day to one (1) designated Alberta phone number as per a member's most recent bid. Callout of jobs will start after 10 a.m. and continue until finished (except from 12 noon till 1 p.m.). The member may receive a call in either of the following ways:

- Telephone in person
- Cellular in person
- Call to an adult designate
- Answering service
- Answering machine

No jobs shall be dispatched that are not on the dispatch recording by 5 p.m. the previous day. Except for emergencies as per Section 2:11.

### **Section 2:08**

New members of Local Unions or members clearing in from another jurisdictional area will not be dispatched to a job for a period of ninety (90) days unless Local Unions cannot supply the required manpower. The ninety (90) day waiting period will not apply to members whose home Local is 1325 or 2103 and who have not cleared or moved out of the jurisdiction for more than twelve (12) consecutive months.

### **Section 2:09**

If a member has been dismissed from work or has been refused employment on three (3) occasions, he/she will be requested in writing to meet with the Trade Rules Committee to review the problem and the Trade Rule Committee may

recommend that the member not be dispatched in that division until the problem is resolved.

**Section 2:10**

Any member laid off may be subject to recall by the same employer if he/she has not taken another dispatch slip and if he/she has worked in the territorial jurisdiction of the Regional Council for said employer immediately prior to lay-off. A recall will only be allowed for a period of 6 months following lay-off.

**Section 2:11**

Any specialty or emergency dispatching shall be at the discretion of the Executive Secretary or his designate. These actions shall be subject to 2:01 of these Dispatch Rules, and also the order of members registered on the dispatch board. Records will be kept for any specialty or emergency dispatching.

**Section 2:12**

**Section 2:13**

All name hires and recalls shall be notified of their dispatch by phone, as per Section 2:07.

**Section 2:14**

Where a member is working for a non-union employer and the Union certifies the employer, the member shall retain his name on the dispatch board for a period of one hundred eighty (180) days following the certification. After this time the member shall be removed from the dispatch board if still employed with the same employer

**JOB STEWARDS**

**Section 3:01**The first Journeyman member dispatched or transferred to the job shall be the interim Job Steward and shall notify the Union Office within three (3) working days that the job has started. As soon as numbers warrant (six (6) members working) the Union shall appoint a job steward. Said job steward shall be a journeyman member in good standing and shall receive adequate orientation to carry out their duties.

**Section 3:02**

The Job Steward shall be responsible to record events or occurrences on their job site on a daily basis. Monthly reports shall be on the form prescribed by the Union. In the case of an emergency the Job Steward shall report to the Union Office as soon as possible.

**Section 3:03**

Should any member have an accident or become sick or in any way become disabled on the job, the Job Steward shall see the member is properly taken care of and report to the Union Office as soon as possible. The Job Steward shall take care of the sick member's tools and personal effects.

### **Section 3:04**

The Job Steward shall check all membership cards, dispatch slips and work permits issued by the Union and shall check same at least once a month. Should anyone fail to produce a membership card or work permit, he/she shall be told to present one at their next shift and if he/she fails to do so, the Job Steward shall notify the Union Office. All Job Stewards shall carry a Job Steward's report on which the Job Steward shall write his/her name and the names of all members and/or work permit holders (including year of apprentice status) on the job and the month their dues and/or assessments are paid. The job site shall be noted on this report.

### **Section 3:05**

- (i) Remuneration for Job Stewards shall be one month's dues.
- (ii) To be eligible for remuneration, all Job Stewards must comply with the following conditions.
  - (A) Make an effort to attend regular membership meetings or meetings called in his/her area.
  - (B) Be a member in good standing.
  - (C) Submit monthly reports to the Union.
  - (D) Attend Job Stewards courses or programs.
  - (E) Failure to comply with the above A, B, C, or D said Steward may be removed as Steward.
- (iii) All skills upgrades within our trade shall have their cost entirely covered while a steward is active and for one month following

### **Section 3:06**

When a member reports to work at the site they shall, make every effort to immediately report to the Job Steward.

### **Section 3:07**

Should any member refuse to show their membership card, work permit, or refuse to satisfy the Job Steward or Business Agent or his appointee, as to the wages and/or transportation, traveling time, room and board or any other payment, he/she may be receiving, or make any false statements regarding same, said member may, on recommendation of the Trade Rules Committee, be fined \$300.00 minimum up to what the constitution will allow.



**Section 3:08**

Any member using threatening or abusive language or behaviour and not cooperating with the job steward in performance of his/her duties will be in violation of the Trade Rules.

**Section 3:09**

Any member who is discriminated against as Job Steward shall immediately report to the Business Representative, who shall investigate the charge(s) and file a report with the Executive Secretary.

**Section 3:10**

General Foreman and Foreman shall assist all Job stewards and not discriminate against them or be abusive to them for performing their duties. They shall also co-operate with the Business Representatives.

**Section 3:11**

All Job Stewards shall be provided with sufficient collective agreements, trade rules and bylaws to distribute to all members on the job site.

**GENERAL****Work Stoppages****Section 4:01****Section 4:03**

No member shall surrender any work included in the Constitution to any other craft. Disputes regarding jurisdiction shall be reported immediately to the Job Steward and/or the Business Representative.

**Trade Rules Committee****Section 4:04**

- (i) The Trade Rules Committee shall be comprised of six members appointed by the President of the Regional Council.
- (ii) If a dispatcher or member believes that another member has violated the Trade Rules, he shall file a written complaint with the Trade Rules Committee.
- (iii) The Trade Rules Committee shall investigate all complaints. If upon investigation the Committee concludes that the Trade Rules have been violated, the Committee shall make a report including a recommendation

as to the appropriate penalty if no specific penalty is provided for in the Trade Rules.

- (iv) If the member does not accept the report and recommendation of the Committee, the member shall be charged pursuant to Section 51 and 52 of the Constitution.

## **Amendments**

### **Section 4:05**

All changes or proposed changes to the Trade Rules of this Regional Council will be as per Section 30 sub-section (c) of the Regional Council By-Laws and must be mutually agreed by the Local Union affected after voting by respective membership in the Local.

Submitted for approval to  
First General Vice President  
Douglas J Banes and the UBC International Executive