

**Southern States Millwright Regional Council**  
**Non-Exclusive Referral System**

**MIX 20/20**

**JOB SOLICITATIONS, REGISTRATION AND  
REFERRAL SYSTEM WORK RULES**

Revised March 12, 2022

1. Each local union in the Southern States Millwright Regional Council (“SSMRC”) will make available a non-exclusive and non-discriminatory referral list for those millwrights seeking work in the construction industry. Access to this list is a privilege of membership.
2. Eligibility for referral starts with the member’s personal request for their name to be placed on the list.
3. To be eligible for referral, members must:
  - (a) Be a member in good standing of a Local Union affiliated with the SSMRC with all dues paid current;
  - (b) Have a valid dues authorization card on file at the Local Union.
  - (c) Be unemployed and available for employment AT ALL TIMES;
  - (d) Be currently registered on Referral list;
  - (e) Meet the minimum training and experience qualifications necessary to perform any specific work assignment as required;
  - (f) Have all tools required for the type of work and be qualified as per our Local Council Agreement;
  - (g) Provide their Local Union with a “Skill, Training and Geographical Preference Form” which can be requested from their Local Union; and
  - (h) Have a touch-tone phone with traditional ring tones (no music) and no Caller-ID Block.
4. Members may register any time, 24 hours a day seven days a week, by calling the proper toll-free phone number – 1 800 238 4954. When registering, members shall enter their UBC identification number and personal pin number. In addition, they shall follow the prompts for verification of their skills, zones, and phone number where they may be reached. This phone number will be for registration purposes only. The date and time will be recorded automatically. Dispatch shall be made by chronological order assuming all skills, certification, geographic requirements of their Local Union service area, and any other requirements have been properly met.
5. In order to effectively maintain the integrity of the Referral List, in order to remain on the list, the member must confirm their continued eligibility for referral by calling the Mix 20/20 no less than once every fifteen days. Failure to do so will result in the member being dropped from the list.

6. As an employer has the right to reject a member, if such member is rejected other than for a reason specifically covered in these rules, the rejected member shall retain their placement on the Referral List. In addition, if a member is terminated or rejected due to the lack of a self-stated skill, the skill shall be removed from the record of the member in Mix 20/20.
7. Members shall not unreasonably refuse jobs. If a member refuses two consecutive jobs that member's name will be moved to the bottom of the Referral List.
8. All individuals registered on the Referral List, who upon becoming employed, regardless of job duration or how said job is obtained, shall immediately notify the Business Representative and call the Mix 20/20 system to remove themselves from the Referral List. Failure to notify the Business Rep or remove themselves from the Referral List shall result in being restricted from the referral list for 30 days.
9. Individuals who register themselves on the Referral List while being gainfully employed shall be restricted from the list for 30 days.
10. No member shall accept a dispatch or solicit a job wherein the schedule conflicts with a previously accepted dispatch. Individuals violating this rule shall be restricted from the Referral List for 30 days.
11. Individuals procuring employment by a method other than a referral from the Local Union shall notify the Business Representative in the jurisdiction of the job within 24 hours of accepting such work.
12. Apprentice members must be currently registered in an approved Apprenticeship Training Program be eligible to be on the Referral List.
13. If a member secures work which lasts for a period of less than forty hours, the member shall retain his original Referral List registration date. However, the member must re-register on the Referral List at the conclusion of such work before being eligible to be referred again.
14. No member shall quit or "drag up" on a job without informing the Business Representative 7 days in advance of the reason for such action. The member must have reasonable cause to leave a job and must give the Business Representative adequate time to secure a replacement. Failure to do so shall result in the individual being restricted from placement on the Referral List for 30 days.
15. No member shall "no-show" on a job without informing the Business Representative 7 days in advance of the start date of the reason for such action. The member must have reasonable cause to "no show" and must give the Business Representative adequate time to secure a replacement. Failure to do so shall result in the individual being restricted from placement on the Referral List for 30 days.
16. No member shall report for a job "unfit for duty." Unless the member has reasonable cause for reporting in this condition, it shall result in the individual being restricted from placement on the Referral List for 30 days.
17. No member shall give fraudulent information to contractors, local unions, or training centers in order to gain access to funds that are not due or to secure employment while not having the proper qualifications.

18. It shall be a violation of the work rules for a member to accept a dispatch or solicit employment that will conflict with an ITC class or function that they are scheduled to attend without a 30 day notice or prior approval from the Union and or Training Department. Violating this rule shall result in the individual being restricted from placement on the Referral List for thirty days. Fines or fees resulting from charges due to violating this rule shall be in addition to the suspension from the Referral List.
19. The UBC Millwright Standards referenced in "Attachment A" are hereby adopted as part of these work rules and must be adhered to. As this Referral List is non-exclusive, in addition to use of the Referral List, members may solicit jobs from Employers provided the Employer is signatory or bound to a Collective Bargaining Agreement with the SSMRC. For the benefit of their fellow members, any member securing employment by such solicitation shall notify their Business Representative of the identity of such employer, the location of such work, and the date of employment. The member must notify the business representative within 24 hours of accepting such work.
20. These rules must be followed as an Obligation of Membership, pursuant to the UBC Constitution. Failure to follow these rules will have a detrimental effect on other members of the Local Union and the SSMRC. Violations of these rules shall subject the violators to charges under the UBC Constitution in addition to other penalties contained in these Rules or other UBC governing documents.
21. In any event a decision must be made on any administrative or procedural question that might arise in connection with the Referral List, the Executive Secretary-Treasurer, Business Representative, or their designee shall administer the Referral List and is authorized to exercise discretion.
22. If any provisions set forth in this agreement are declared, for any reason, to be illegal or contrary to the law, then such provision shall be deleted without invalidating any provision of this agreement.

Effective: March 12, 2022

## Attachment A

# UBC MILLWRIGHTS' STANDARDS



## of being the *BEST*

*UBC Millwrights understand the relationship between signatory Employers and end-user Customers involves a delicate balance. The behavior exhibited by a few, or in some instances, the actions of simply one individual, can threaten whether an Employer is afforded consideration for future work assignments which inevitably, as a result, affects the livelihoods of fellow Millwrights. Failure to perform an impressionable quality service right the first time, within budget and on schedule may jeopardize future work opportunities.*

*The work ethic and manner which Millwrights conduct themselves while on a Customer's premises reflects not only on the signatory Employer, but on the area Local Union and the UBC as well. Therefore, it remains imperative UBC Millwrights are held to Standards of the highest level at all times during work related and non-work related interaction with others, whether Employees of the Customer or other site Employers.*

*Should it be determined an individual is unwilling or incapable of satisfying these commitments by demonstrating a work practice or a course of conduct deemed as detrimental to UBC Millwrights' overall interests, then corrective action will be mandated. If warranted, certain disciplinary measures may include probation, suspension or dismissal.*

### **UBC Millwrights shall be in consistent adherence with these STANDARDS:**

**SAFETY . . .** Follow all Employer and Owner safety practices and guidelines. use appropriate safety equipment as dictated.

**RELIABILITY . . .** Practice punctuality and arrive on time as expected at the designated workplace fit for duty, dressed in appropriate attire and equipped with required tools.

**RESPECT . . .** Conduct oneself in a courteous manner that fosters respect for Employers, Customers and fellow Co-Workers. Treat the property of others with care.

**CRAFTSMANSHIP . . .** Be conscientious at all times of the quality and timeliness of the work assignment performed.

**ATTITUDE . . .** Work as a team player and display a positive disposition. Follow the directives, rules and policies of the Employer and/or Customer. Be receptive to constructive feedback.

**PRODUCTIVITY . . .** Commit to working in a diligent fashion and avoid any result or performance which could be construed as less than quality craftsmanship.

**PROFESSIONALISM . . .** Act, at all times, in a manner which promotes a positive image of the Millwright craft. Maintain pace with industry-related technological advances and possess the necessary credentials and certifications expected of a highly qualified "professional" UBC Millwright.

**TRAINING . . .** Embrace continued education as an integral component of the Millwright profession and participate, whether required or voluntary, in the advanced skills and upgrade training programs as offered. Comply with all mandated training prerequisites.

**LEADERSHIP . . .** Serve as an example to fellow Millwrights. Actively support initiatives designed to promote the Millwright trade. Continually offer to share one's talents, knowledge and experience with those new in the industry.