



Sheet Metal Worker's International Association

Job Bank's Procedures & Rules

08/31/07

I. REGISTERING MEMBERS

- **A.** Local Union Officer fills out an Out-of-Work Reporting form and submits it to the Job Bank on behalf of the member. Members must be out of work, in his/her *home* local union's jurisdiction and willing to travel, to be eligible for referral by the Job Bank.
- **B.** Names are entered into the Job Bank's computerized Out-of-Work list by the date of unemployment and date of entry. If the date of unemployment is not given in the designated column, the member is entered by the date of receipt.
- **C.** The local union is responsible for periodically updating its' Job Bank Out-of-Work list registered with the Job Bank. Updating a list is defined as submitting current information on a member. For example, **any local union who registers members or have members currently registered, should notify the Job Bank when those members become employed, disabled or retired.** It should also notify the Job Bank when or if the member's qualifications change or if a certification is acquired or expired. The local union should also notify the Job Bank when a member, who has been confirmed for referral, cancels after confirmation papers have been processed so that the member can be re-entered into the Band for a future referral.

II. REPORTS

- **A.** The Job Bank maintains a report of all unemployed members registered, who are available for travel, as indicated by their local union officers.
- **B.** The Job Bank prints new reports as warranted.
- **C.** Upon written request, the Job Bank forwards a copy of each local union's report of unemployed members.
- **D.** Reports can be obtained from the Job Bank at any time by any local union officer.

III. JOBS AVAILABLE/REQUESTS FOR WORKERS

- **A.** The local union officer phones the Job Bank when it requires additional workers which places the Job Bank in a “Stand-by Status.”
- **B.** The local union completes a Jobs Available Reporting form and faxes or emails it to the Job Bank. (Email -lbowen@smwia.org / fax - 202-662-0890)
- **C.** If the local union has obtained a signed “Guarantee of Days” from the contractor, as supplied by the SASMI office, it should submit that form directly to SASMI and forward a copy to the Job Bank immediately.
- **D.** The Jobs Available form is reviewed. If all the information necessary is received, the request is entered in the Job Bank’s computerized system and an identification number is assigned to the request by the computer. Format may be changed for distribution.
- **E.** The Job Bank notifies SASMI of the job’s details by facsimile or email.
- **F.** The Jobs Available form, as submitted by the requesting local, will be sent to the office of the **Business Manager** of the appropriate local unions via email. The Job Bank does not discriminate against a Local Union if they do not have SASMI in their local agreement. The Job Bank assists both SASMI and non-SASMI local unions.
- **G.** **It is the Business Manager’s responsibility** to be sure that all of the local’s other offices have received the same information. In some instances, those additional offices have asked to be included in the initial notification, those offices will also receive a copy if the Job Bank has been supplied with the appropriate email address.
- **H.** The local unions who are located in the same region as the job, who have qualified members ready for referral, will be notified and accepted by the Job Bank first and only those members, **currently registered on the Job Bank’s list, at the time the request is received**, will be eligible for referral to that particular call for workers. After those locals have been contacted, if the request still cannot be filled, the next closest region will be notified and members from that region will then be accepted. The “ripple effect” will continue outward, until the job is filled and all regions have been notified or the Job Bank’s list has been completely exhausted. Once this has happened and, **only at this time will faxed or emailed Out-of-Work reporting forms be accepted**, as registration of interested members by the Job Bank for this request.

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- **I.** After all the areas have been notified, the Job Bank will include this request on the SMWIA website. That address is www.smwia.org and it can be viewed and printed from the Members Only section under the Job Bank link. The request may also be included on the Job Bank's Information Line at 1-800-251-7045 if time and space allows.
- **J.** When a Local Union officer knows of an interested, qualified member who is already registered on the Job Bank's Out-of-Work list, the officer should complete the Job Bank Dispatch form and **fax** it to the Job Bank at 202-662-0890 immediately. Copy may also be sent via email to lbowen@smwia.org.
- **K.** The Job Bank verifies the eligibility of the member(s) and if everything is in order, notifies the local union office that placed the request, when positions are filled by sending a letter of confirmation/referral form via facsimile. It will include the traveling member's name, social security number, IA number and the expected date of arrival.
- **L.** If the Job Bank determines the member is not eligible, it will notify the member's local union.
- **M.** The Job Bank notifies SASMI and the traveling member's local union via the same confirmation referral form. When all three parties, (members' local, local that has position available (the host local) & the SASMI Office) receive the same, this constitutes a "legal Job Bank referral" and all paperwork has been processed on behalf of the member. If the member's local doesn't see this confirmation within 24 hours, it should contact the Job Bank to determine whether or not there are problems with the referral or position. A copy of this form can be supplied to the traveler but, it is not required. Unprocessed paperwork may result in the denial of travel benefits or access to the job site.
- **N.** When all positions have been filled, the Job Bank electronically confirms the traveling members by assigning the job identification number to those referred members. This action **automatically deletes** those members from the Job Bank's unemployment list and creates a report of those members traveling to the host local.
- **O.** The Job Bank can print and forward the report of travelers to the Business Manager or local union officer who made the request for workers if requested. This report lists all the travelers the Job Bank has referred to the host local union. At that time, it will also copy the SASMI office on this report.
- **P.** The Business Manager/Officer checks the report for discrepancies and immediately notifies the Job Bank if any are found.
- **Q.** The Job Bank investigates any discrepancies provided by SASMI or the host local union and determines whether any other action should be taken.

IV. UPDATING THE LIST/REPORT

- **A.** The Job Bank Out-of-Work list is updated by making any deletions or corrections as requested in writing by the local union officers.
- **B.** If a member, registered with the Job Bank, is offered placement and refuses to travel, their record may be flagged. If the same member is offered placement a second time and again refuses to travel, for whatever reason, the members record may be deleted from the Job Bank's Out-of-Work list. The member's local union will need to resubmit the member's name and qualifications in order for this member to be placed back into the system for referral.
- **C.** Members registered with the Job Bank for six (6) months or longer (without activity), will be automatically dropped from the system through a quarterly purge unless the local union officer notifies the Job Bank, in writing, not to drop those members from the Job Bank's Out-of-Work list and provides updated information.
- **D.** If a member, who is referred to a job, quits or is discharged for cause, prior to completing the required work obligation, they should be informed by their local union officer, that SASMI benefits (if eligible) are jeopardized. If a member is referred to a job a second time and quits or is discharged for cause, they should be informed by their local union officer, that they may be refused for future entry into the Job Bank system. The Job Bank can and will refuse to dispatch those members to future positions if necessary; however, this decision is the sole discretion of the Job Bank.
- **E.** The local union officer, who files a request for additional workers with the Job Bank, should contact the Job Bank in an attempt to notify it when any of the travelers leave that jurisdiction, the reason for departure, date of departure and if the obligation to the local union was met.
- **F.** Applicants cannot be accepted or referred by the Job Bank.

V. SASMI

- All questions should be directed to that office.