



Northern Midwest Regional Council of Carpenters

Tom Lutz, EST

Mike Barnwell, President

To Northern Midwest Regional Council of Carpenters Member,

The Northern Midwest Regional Council of Carpenters uses an automated Ready-to-Work Dispatch system for job referrals and member communication. If you are unemployed or laid off, you must register with Dispatch by following these steps:

1. Complete the Job Skills Form with your qualifications, certifications, skills, and preferred work areas. This form is required before you can be placed on the Ready-to-Work List. Skills sheets are enclosed or you may submit online at nmrcc.link/dispatch
2. Call Ready-to-Work Dispatch at 1-877-558-6699 to register. Have your UBC ID number ready and create a PIN when prompted.
3. Follow the prompts to place yourself on the Ready-to-Work List, which is also required for unemployment eligibility.
4. Save 877-558-6699 in your phone as "Job Offer" and consider assigning a special ringtone for dispatch calls and texts.
5. Renew your Ready-to-Work List placement every 30 days by calling 1-877-558-6699.
6. To update your Job Skills Form, email skills@nmrcc.com with your name, member ID number, and Local Union number.

When a job becomes available, Dispatch automatically contacts qualified members based on location and skills. If you receive a job offer, listen to the entire message and press 1 to accept or 2 to decline.

Important: If you hang up or are disconnected before responding, the job offer will be considered declined. If this happens in error, contact Dispatch immediately at 1-855-987-2020.

If you have questions or need assistance, call Dispatch at 1-855-987-2020 or email skills@nmrcc.com.

Fraternally,

Tom Lutz

Executive Secretary-Treasurer

Northern Midwest Regional Council of Carpenters

READY-TO-WORK DISPATCH



1

SUBMIT YOUR COMPLETED SKILLS SHEET



www.nmcarpenters.com/members/ready-work

CSRCC READY-TO-WORK DISPATCH
Calls and text messages from DISPATCH will come from 1-877-558-6699

CARPENTER SKILL SHEET

Name _____ UBC ID# _____ UBC _____
Address _____ Phone Number _____
City _____ State _____ Zip _____
Email _____ Are you a veteran? []

Ethnicity: [] Asian [] Hispanic [] Caucasian [] African-American
[] Native American [] Other

YOU HAVE EXPERIENCE TO ACCEPT WORK IN THE FOLLOWING:
(Mark with a check ✓ below.)

[] Architectural Joinery (ARJ001)	[] Installation (INST01)	[] PRIM
[] Bathroom/Facility Partitions (FBP001)	[] Nuclear Plant Experience (NUP001)	[] Check
[] Blingood - Speech (SPN001)	[] Overhead Door (OHD001)	[] Add
[] Broken/Highway (BHP001)	[] Ply. Door (PLY001)	[] Add
[] Cabinet Installation (CAB001)	[] Refinery Experience (REF001)	[] Add
[] Cabinet - Structural (CAB002)	[] Refrigeration Units (REF002)	[] Add
[] Commercial Doors/Partitions (CDP001)	[] Residential Trim (RES001)	[] Add
[] Commercial Trim (COM001)	[] Roofing (MTL001)	[] Add
[] Commercial Lumber (CLB001)	[] Scaffold Experience (SCAF001)	[] Add
[] Computer Plans (CMP001)	[] Shoring (SHOR001)	[] Add
[] Concrete Forms (CON001)	[] Siding (SIDING001)	[] Add
[] Drywall Finish (DFW001)	[] Solar (SOLAR001)	[] Add
[] Drywall on Stud (DFW002)	[] Steel Stud Framing (SSF001)	[] Add
[] Drywall on Wood (DFW003)	[] Trade Show Experience (TSX001)	[] Add
[] Frame Installation (FRI001)	[] TWC - cool leader (TWC001)	[] Add
[] Furniture (FURN001)	[] Wood Floor Installation (WFI001)	[] Add
[] Furniture Partitions (FUP001)	[] Wood Framing (WDF001)	[] Add
[] Layout (LAYOUT001)	[] Window Installation (WIN001)	[] Add

REGISTER FOR READY-TO-WORK DISPATCH

CALL: 1-877-558-6699

You will be asked for your UBC ID and from there are able to create a PIN#

PLEASE NOTE: YOU MUST REGISTER MONTHLY TO STAY ON THE DISPATCH SYSTEM.

2

3

ANSWER YOUR PHONE

IF YOU DO NOT PICK UP, THE SYSTEM WILL TRY TO LEAVE A VOICEMAIL. MAKE SURE YOUR MAILBOX IS SET UP AND HAS ROOM FOR NEW MESSAGES.



SAVE 877-558-6699

IN YOUR PHONE AS "JOB OFFER" AND SET A SPECIAL RINGTONE SO YOU KNOW WHEN A JOB CALL IS COMING IN.

More info →





DISPATCH CARPENTER SKILL SHEET

Submit completed skills sheet to skills@nmrcc.com
or mail to **NMRCC Dispatch: 700 Olive St., Saint Paul,
MN 55130.** For questions, call **1-855-987-2020.**

SUBMIT ONLINE



Name: _____ UBC ID #: _____ UBC Local #: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Are you a veteran? Yes ☐ No ☐

Ethnicity: Asian ☐ Hispanic ☐ Caucasian ☐ African American ☐ Native American ☐

Other ☐ _____

You have experience to accept work in the following (mark all that apply):

- | | | |
|--|--|---|
| ☐ Architectural Siding (ARCHMTL) | ☐ Foreman (COMFOR) | ☐ Trade Show Experience (TRADESHO) |
| ☐ Bathroom Finish/Partitions (BATHPART) | ☐ Furniture/Partitions (FURNPAR) | ☐ TWIC Card Holder (TWIC) |
| ☐ Bilingual - Spanish (SPANISH) | ☐ Layout (COMLAY) | ☐ Wood Floor Installation (WDFLR) |
| ☐ Bridges/Highway (BRIDGEHH) | ☐ Nuclear Plant Experience (NUKE) | ☐ Wood Framing (WDFRM) |
| ☐ Cabinet Installation (CABINET) | ☐ Overhead Door (OHDR) | ☐ Window Installation (WINDOW) |
| ☐ Ceilings - Acoustical (CEILING) | ☐ Pile Driver (PILEDVR) | |
| ☐ Commercial Doors/Hardware (DRHDW) | ☐ Refinery Experience (REFINERY) | |
| ☐ Commercial Trim (COMFIN) | ☐ Refrigeration Panels (REFPNL) | |
| ☐ Commercial Lather (LATHER) | ☐ Residential Trim (RESFIN) | |
| ☐ Computer Floors (COMPFLR) | ☐ Roofing (MTLRF) | |
| ☐ Concrete Forms (FORMS) | ☐ Scaffold Experience (SCAFEXP) | |
| ☐ Drywall Finisher (DWFIN) | ☐ Shoring (SHORE) | |
| ☐ Drywall on Steel (DWSTL) | ☐ Siding (SIDING) | |
| ☐ Drywall on Wood (DWWD) | ☐ Solar (SOLAR) | |
| ☐ Fixture Installation (FIXTURE) | ☐ Steel Stud Framing (SSFRM) | |

Welding Experience:

- ☐ ARC
☐ MIG
☐ TIG

Check your PRIMARY work area (select one):

Refer to enclosed area map.

- | | |
|----------------------------------|----------------------------------|
| ☐ Area 1 | ☐ Area 13 |
| ☐ Area 2 | ☐ Area 14 |
| ☐ Area 3 | ☐ Area 15 |
| ☐ Area 4 | ☐ Area 16 |
| ☐ Area 5 | ☐ Area 17 |
| ☐ Area 6 | ☐ Area 18 |
| ☐ Area 7 | ☐ Area 19 |
| ☐ Area 8 | ☐ Area 20 |
| ☐ Area 9 | ☐ Area 21 |
| ☐ Area 10 | ☐ Area 22 |
| ☐ Area 11 | ☐ Area 23 |
| ☐ Area 12 | ☐ Area 24 |

The following qualifications/certifications **ARE AUTOMATICALLY UPDATED** through the **TRAIN** educational system. Please make sure your records are up-to-date.

- | | | |
|---|-----------------------------|-----------|
| Aerial Lift (AERLIFT) | Millwright 16 (MW16) | ARC/STICK |
| Confined Space (CONFINED) | OSHA 10 (OSHA10) | MIG |
| Construction Fall Protection (CONSFALL) | OSHA 30 (OSHA30) | TIG |
| Forklift - Industrial (PITORT) | Rigging (RIGGING) | |
| Forklift - Rough Terrain (PITORT) | Scaffold Erector (SCAFFOLD) | |
| ICRA 24 (BPHEALTH) | Scaffold User (SCAFUSER) | |

Check any other areas where you are willing to work (all that apply):

Refer to enclosed area map.

- | | |
|----------------------------------|----------------------------------|
| ☐ Area 1 | ☐ Area 13 |
| ☐ Area 2 | ☐ Area 14 |
| ☐ Area 3 | ☐ Area 15 |
| ☐ Area 4 | ☐ Area 16 |
| ☐ Area 5 | ☐ Area 17 |
| ☐ Area 6 | ☐ Area 18 |
| ☐ Area 7 | ☐ Area 19 |
| ☐ Area 8 | ☐ Area 20 |
| ☐ Area 9 | ☐ Area 21 |
| ☐ Area 10 | ☐ Area 22 |
| ☐ Area 11 | ☐ Area 23 |
| ☐ Area 12 | ☐ Area 24 |

To update an existing skill sheet, email skills@nmrcc.com. Please include the changes to be made, along with your **first and last name, UBC ID, and Local Union number**. Skills will not be changed or removed unless specifically directed.

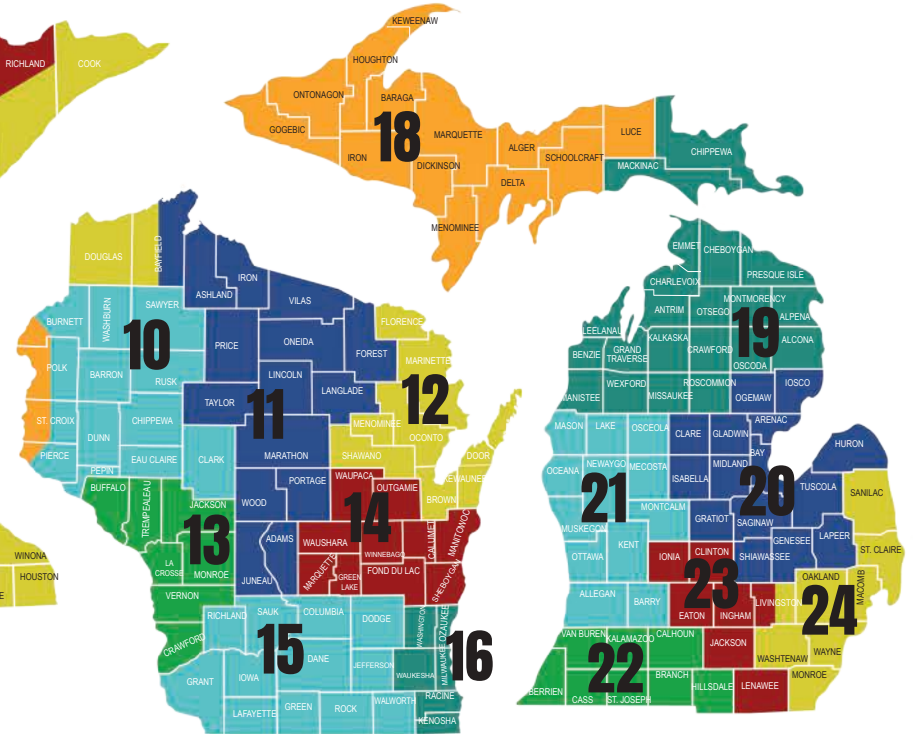
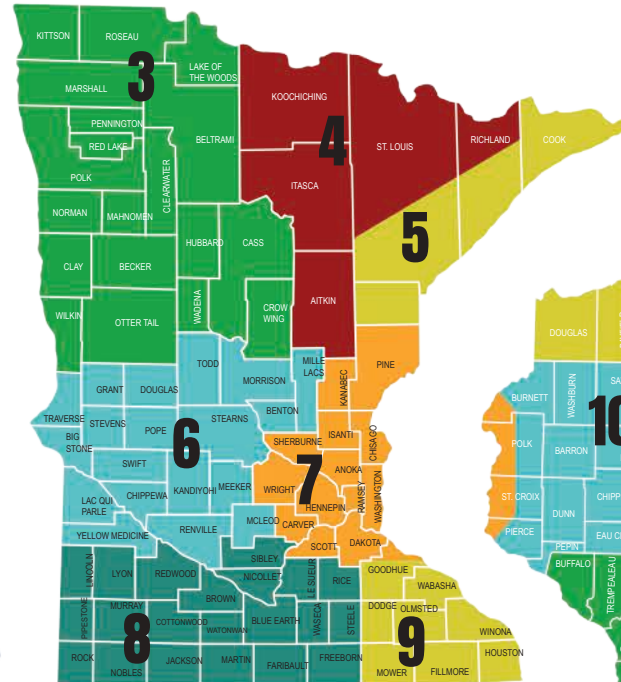
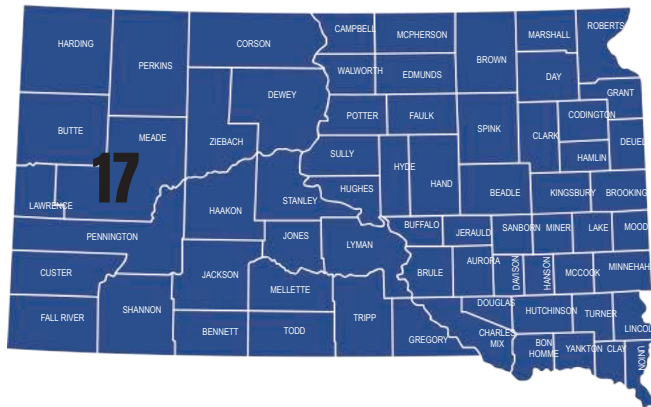
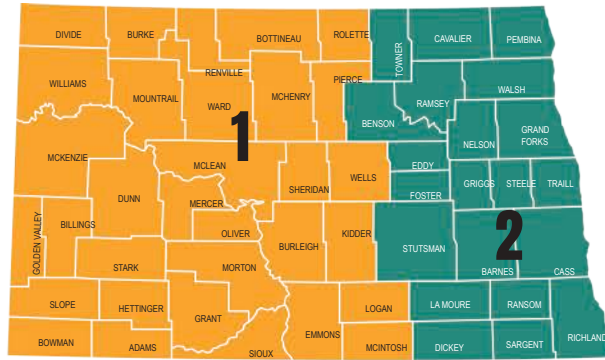
By signing below, I (print name) _____ consent to be contacted via telephone, email, cell phone or text message by the United Brotherhood of Carpenters and Joiners of America and its affiliated including by auto-dialed or pre-recorded called. (Please note message and data rates may apply.) I agree that this authorization is in effect until I provide written revocation to NMRCC, 11687 American Ave., Detroit, MI 48204. In addition, I declare that the above skills information is correct to the best of my knowledge.

Signature: _____

Date: _____

Submitting a skills sheet does NOT automatically place you on the Ready-to-Work list.
Please call Dispatch at 1-877-558-6699 and follow the prompts to place yourself on the Ready-to-Work list.

CARPENTERS



1: North Dakota, Local 1091

2: North Dakota, Local 1176

3: Minnesota, Local 1934

4: Minnesota, Local 606

5: Minnesota, Local 361

6: Minnesota, Local 930

7: Minnesota, Local 68 and 322

8: Minnesota, Local 464

9: Minnesota, Local 1382

10: Wisconsin, Local 1074

11: Wisconsin, Local 310

12: Wisconsin, Local 1146

13: Wisconsin, Local 1143

14: Wisconsin, Local 731 and 955

15: Wisconsin, Local 314

16: Wisconsin, Local 161 and 231

17: South Dakota, Local 587

18: Michigan, Local 1510

19: Michigan, Local 202

20: Michigan, Local 706

21: Michigan, Local 100

22: Michigan, Local 525

23: Michigan, Local 1004

24: Michigan, Local 687 and 1234



DISPATCH FLOOR COVERERS SKILL SHEET

Submit completed skills sheet to **skills@nmrcc.com**
or mail to **NMRCC Dispatch: 700 Olive St., Saint Paul,
MN 55130**. For questions, call **1-855-987-2020**.

SUBMIT ONLINE



Name: _____ UBC ID #: _____ UBC Local #: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Are you a veteran? Yes ☐ No ☐

Ethnicity: Asian ☐ Hispanic ☐ Caucasian ☐ African American ☐ Native American ☐

Other ☐ _____

You have experience to accept work in the following (mark all that apply):

- | | | |
|--|---|--|
| ☐ Bilingual - Spanish (SPANISH) | ☐ Foreman (COMFOR) | ☐ VCT (VCT) |
| ☐ Carpet Installation (CARPET) | ☐ Heat Weld (HEATWLD) | ☐ Wood Floor Installation (WDFLR) |
| ☐ Flash Cove (FLSHCV) | ☐ Resilient Floor Installation (RESILIENT) | |
| ☐ Floor Preparation (FLRPREP) | ☐ Stretch Carpet (STRETCH) | |

The following qualifications/certifications **ARE AUTOMATICALLY UPDATED** through the **TRAIN** educational system. Please make sure your records are up-to-date.

Aerial Lift (AERLIFT)	OSHA 10 (OSHA10)
Confined Space (CONFINED)	OSHA 30 (OSHA30)
Construction Fall Protection (CONSFALL)	INSTALL Carpet Cert (INSTALLC)
Forklift - Industrial (PITORT)	INSTALL Resilient Cert (INSTALLR)
Forklift - Rough Terrain (PITORT)	INSTALL Floor Prep Cert (INSTALLFP)
ICRA 24 (BPHEALTH)	

Check your PRIMARY work area (select one):

Refer to enclosed area map.

- | | |
|----------------------------------|----------------------------------|
| ☐ Area 25 | ☐ Area 33 |
| ☐ Area 26 | ☐ Area 34 |
| ☐ Area 27 | ☐ Area 35 |
| ☐ Area 28 | ☐ Area 36 |
| ☐ Area 29 | ☐ Area 37 |
| ☐ Area 30 | ☐ Area 38 |
| ☐ Area 31 | ☐ Area 39 |
| ☐ Area 32 | ☐ Area 40 |

Check any other areas where you are willing to work (all that apply):

Refer to enclosed area map.

- | | |
|----------------------------------|----------------------------------|
| ☐ Area 25 | ☐ Area 33 |
| ☐ Area 26 | ☐ Area 34 |
| ☐ Area 27 | ☐ Area 35 |
| ☐ Area 28 | ☐ Area 36 |
| ☐ Area 29 | ☐ Area 37 |
| ☐ Area 30 | ☐ Area 38 |
| ☐ Area 31 | ☐ Area 39 |
| ☐ Area 32 | ☐ Area 40 |

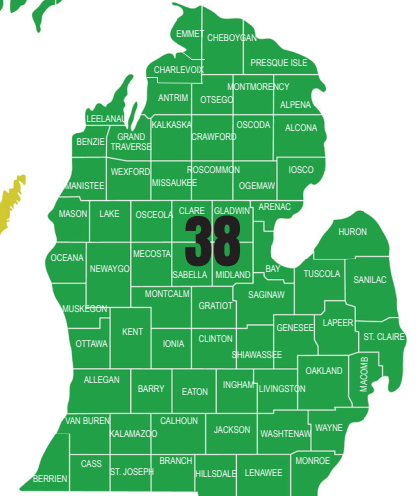
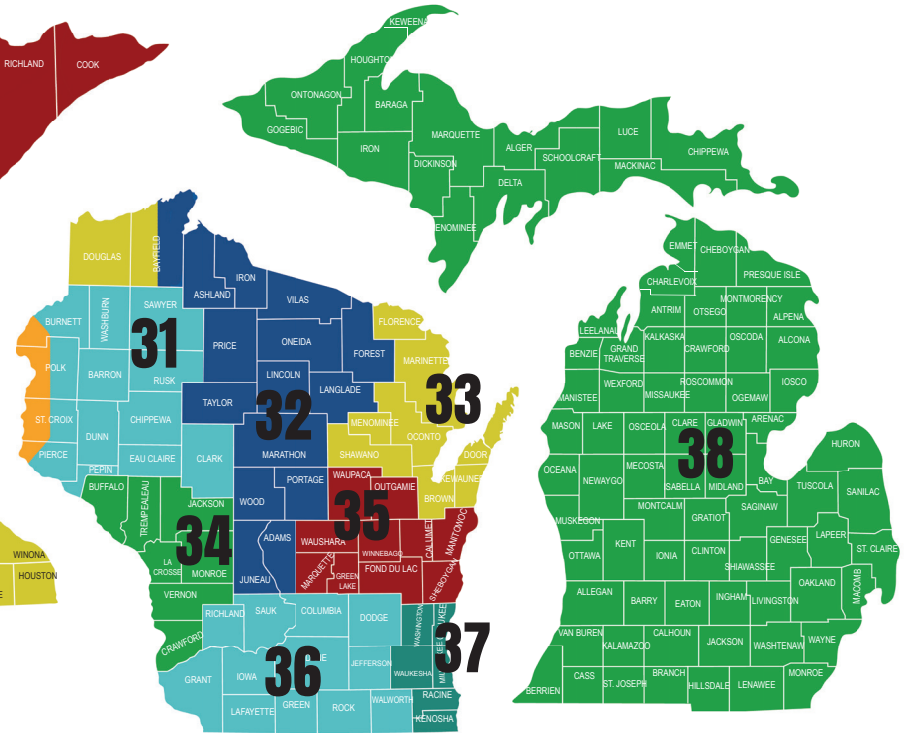
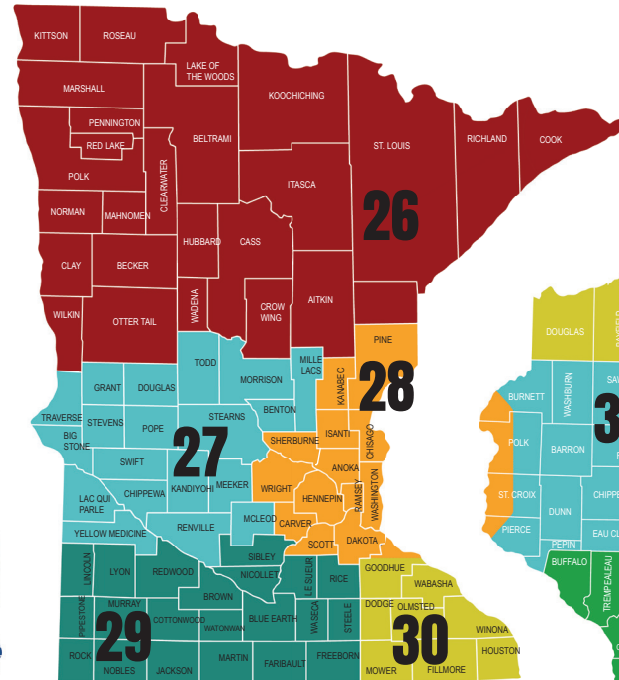
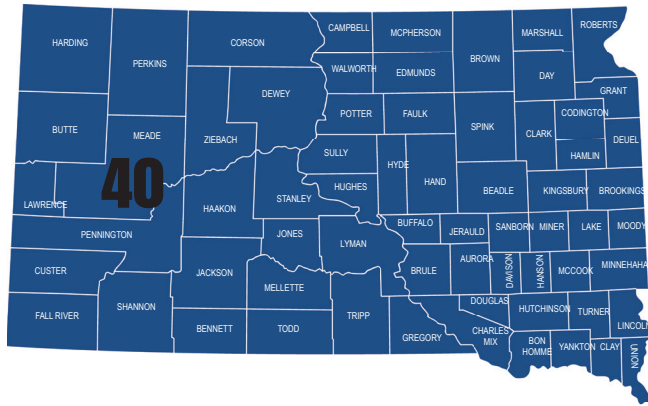
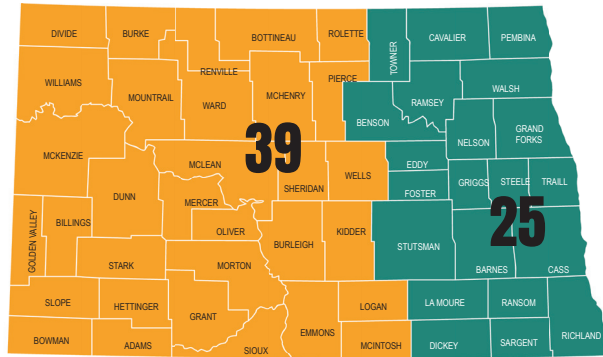
To update an existing skill sheet, email **skills@nmrcc.com**. Please include the changes to made, along with your **first and last name, UBC ID, and Local Union number**. Skills will not be changed or removed unless specifically directed.

By signing below, I (print name) _____ consent to be contacted via telephone, email, cell phone or text message by the United Brotherhood of Carpenters and Joiners of America and its affiliated including by auto-dialed or pre-recorded called. (Please note message and data rates may apply.) I agree that this authorization is in effect until I provide written revocation to NMRCC, 11687 American Ave., Detroit, MI 48204. In addition, I declare that the above skills information is correct to the best of my knowledge.

Signature: _____ Date: _____

Submitting a skills sheet does NOT automatically place you on the Ready-to-Work list.
Please call Dispatch at 1-877-558-6699 and follow the prompts to place yourself on the Ready-to-Work list.

FLOOR COVERERS



25: North Dakota, Local 3104

26: Minnesota, Local 68

27: Minnesota, Local 68

28: Minnesota, Local 68

29: Minnesota, Local 68

30: Minnesota, Local 68

31: Wisconsin, Local 988

32: Wisconsin, Local 988

33: Wisconsin, Local 2096

34: Wisconsin, Local 1143

35: Wisconsin, Local 2096

36: Wisconsin, Local 1781

37: Wisconsin, Local 741

38: Michigan, Local 1045

39: North Dakota, Local 3104

40: South Dakota, Local 587



DISPATCH MILLWRIGHT SKILL SHEET

Submit completed skills sheet to **skills@nmrcc.com**
or mail to **NMRCC Dispatch: 700 Olive St., Saint Paul,
MN 55130. For questions, call 1-855-987-2020.**

SUBMIT ONLINE



Name: _____ UBC ID #: _____ UBC Local #: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Are you a veteran? Yes ☐ No ☐

Ethnicity: Asian ☐ Hispanic ☐ Caucasian ☐ African American ☐ Native American ☐

Other ☐ _____

You have experience to accept work in the following (mark all that apply):

- ☐ Bilingual - Spanish (SPANISH)
- ☐ Conveyor Experience (CONVEYOR)
- ☐ Foreman (COMFOR)
- ☐ Mine Safety Health Admin (MSHA)
- ☐ Mining Experience (MINING)
- ☐ Paper Machine Experience (PAPER)
- ☐ Precision Optics (POPTIC)
- ☐ Pump Repair (PUMPRPR)
- ☐ Refinery Experience (REFINERY)
- ☐ Roto (Laser) Alignment (LASER)
- ☐ Tappi Safe (TAPPISAF)
- ☐ TWIC Card Holder (TWIC)

Turbine Experience:

- ☐ Gas (TURBGAS)
- ☐ Hydro (TURBHYDRO)
- ☐ Nuclear Worker Experience (NUKE)
- ☐ Steam (TURBSTM)
- ☐ Wind (TURBWIND)

Welding Experience:

- ☐ ARC
- ☐ MIG
- ☐ TIG

Check your PRIMARY work area (select one):

Refer to enclosed area map.

- ☐ Area 63
- ☐ Area 64
- ☐ Area 65
- ☐ Area 66
- ☐ Area 67
- ☐ Area 68
- ☐ Area 69
- ☐ Area 70
- ☐ Area 71

The following qualifications/certifications **ARE AUTOMATICALLY UPDATED** through the **TRAIN** educational system. Please make sure your records are up-to-date.

Aerial Lift (AERLIFT)
Confined Space (CONFINED)
Construction Fall Protection (CONSFALL)
Forklift - Industrial (PITORT)
Forklift - Rough Terrain (PITORT)
ICRA 24 (BPHEALTH)
Millwright 16 (MW16)
OSHA 10 (OSHA10)
OSHA 30 (OSHA30)
Rigging (RIGGING)
Scaffold Erector (SCAFFOLD)
Scaffold User (SCAFUSER)

Fall Protection (FALLP)
First Aid/CPR (FIRSTAID)
GE Turbine (GEQUAL)
Hazardous Waste Worker (HAZWVW)
HYTORC Bolting Tech (HYTORC)
Machinery Align (MACHALGN)
Mechatronics (MECATRON)MW
Optical Align (MWOPTIC)
MW Qualification (MWQUAL)
Pump Repair (FLSV1)
Tower Rescue 1 (TOWRRES1)
Tower Rescue 2 (TOWRRES2)

Occupied Facilities:
Controlled Contaminants
ARC/STICK
MIG
TIG

Check any other areas where you are willing to work (all that apply):

Refer to enclosed area map.

- ☐ Area 63
- ☐ Area 64
- ☐ Area 65
- ☐ Area 66
- ☐ Area 67
- ☐ Area 68
- ☐ Area 69
- ☐ Area 70
- ☐ Area 71

To update an existing skill sheet, email **skills@nmrcc.com**. Please include the changes to be made, along with your **first and last name, UBC ID, and Local Union number**. Skills will not be changed or removed unless specifically directed.

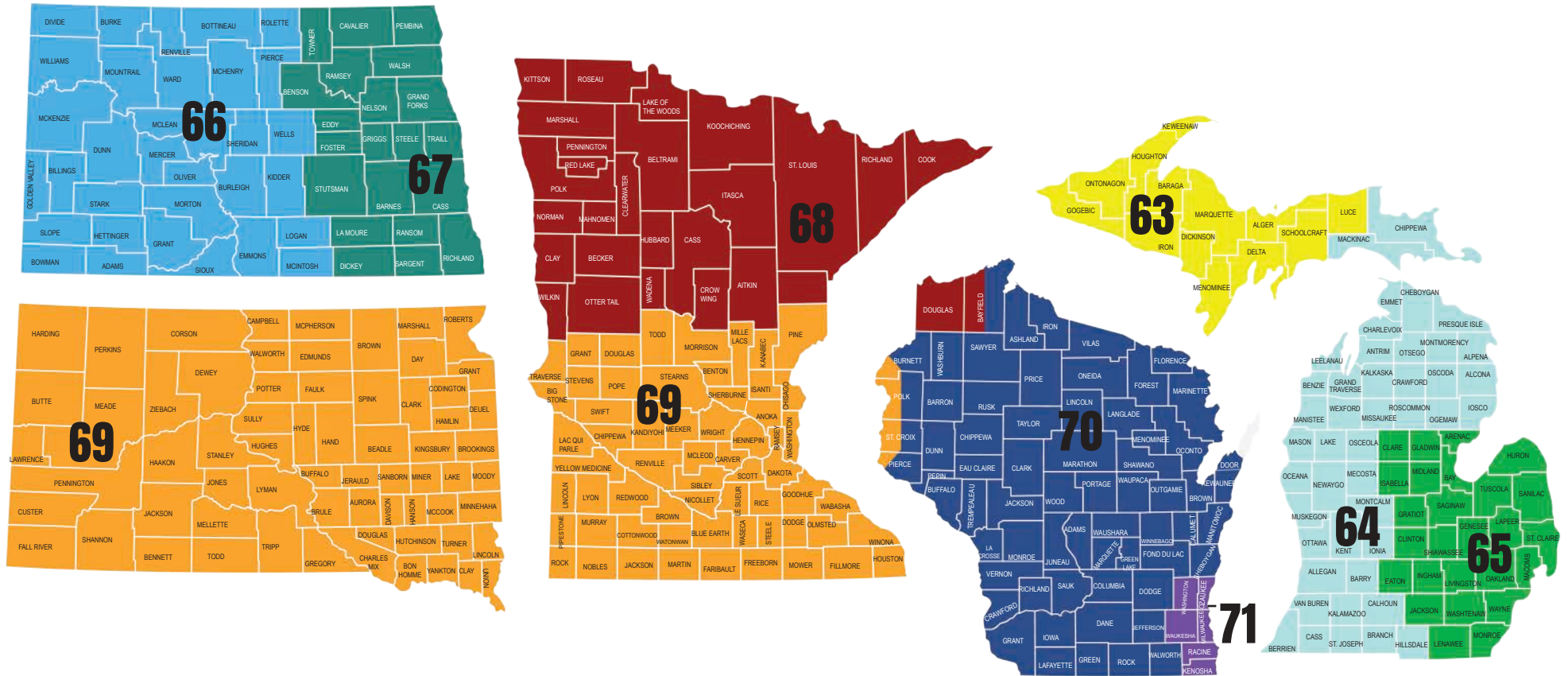
By signing below, I (print name) _____ consent to be contacted via telephone, email, cell phone or text message by the United Brotherhood of Carpenters and Joiners of America and its affiliated including by auto-dialed or pre-recorded called. (Please note message and data rates may apply.) I agree that this authorization is in effect until I provide written revocation to NMRCC, 11687 American Ave., Detroit, MI 48204. In addition, I declare that the above skills information is correct to the best of my knowledge.

Signature: _____

Date: _____

Submitting a skills sheet does NOT automatically place you on the Ready-to-Work list.
Please call Dispatch at 1-877-558-6699 and follow the prompts to place yourself on the Ready-to-Work list.

MILLWRIGHTS



63: Michigan, Local 1510

64: Michigan, Local 1102

65: Michigan, Local 1102

66: North Dakota, Local 1091

67: North Dakota, Local 1176

68: Minnesota, Local 1348

69: Minnesota / South Dakota, Local 548

70: Wisconsin, Local 1056

71: Wisconsin, Local 2337



DISPATCH PILE DRIVER SKILL SHEET

Submit completed skills sheet to **skills@nmrcc.com**
or mail to **NMRCC Dispatch: 700 Olive St., Saint Paul,
MN 55130. For questions, call 1-855-987-2020.**

SUBMIT ONLINE



Name: _____ UBC ID #: _____ UBC Local #: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Are you a veteran? Yes ☐ No ☐

Ethnicity: Asian ☐ Hispanic ☐ Caucasian ☐ African American ☐ Native American ☐

Other ☐ _____

You have experience to accept work in the following (mark all that apply):

- | | |
|--|--|
| ☐ Auger Cast (AUGER) | ☐ Front End Man (FRONTEND) |
| ☐ Bilingual - Spanish (SPANISH) | ☐ Layout (COMLAY) |
| ☐ Concrete Forms (FORMS) | ☐ Marine Floating Rig (MARINEFLT) |
| ☐ Diver (DIVER) | ☐ Pin Pile (PINPILE) |
| ☐ Drilling Casons/Micropile/Rockdrill (DRILL) | ☐ Sheet Piling (SHEETPILE) |
| ☐ Foreman (COMFOR) | ☐ Timber Work (TIMBERWK) |

Welding Experience:

- ☐ ARC
☐ MIG
☐ TIG

Check your PRIMARY work area (select one):

Refer to enclosed area map.

- | | |
|----------------------------------|----------------------------------|
| ☐ Area 45 | ☐ Area 53 |
| ☐ Area 46 | ☐ Area 54 |
| ☐ Area 47 | ☐ Area 55 |
| ☐ Area 48 | ☐ Area 56 |
| ☐ Area 49 | ☐ Area 57 |
| ☐ Area 50 | ☐ Area 58 |
| ☐ Area 51 | ☐ Area 59 |
| ☐ Area 52 | ☐ Area 60 |

The following qualifications/certifications **ARE AUTOMATICALLY UPDATED** through the **TRAIN** educational system. Please make sure your records are up-to-date.

- | | | |
|---|----------------------|-----------|
| Aerial Lift (AERLIFT) | ICRA 24 (BPHEALTH) | ARC/STICK |
| Confined Space (CONFINED) | Millwright 16 (MW16) | MIG |
| Construction Fall Protection (CONSFALL) | OSHA 10 (OSHA10) | TIG |
| Forklift - Industrial (PITORT) | OSHA 30 (OSHA30) | |
| Forklift - Rough Terrain (PITORT) | Rigging (RIGGING) | |

Check any other areas where you are willing to work (all that apply):

Refer to enclosed area map.

- | | |
|----------------------------------|----------------------------------|
| ☐ Area 45 | ☐ Area 53 |
| ☐ Area 46 | ☐ Area 54 |
| ☐ Area 47 | ☐ Area 55 |
| ☐ Area 48 | ☐ Area 56 |
| ☐ Area 49 | ☐ Area 57 |
| ☐ Area 50 | ☐ Area 58 |
| ☐ Area 51 | ☐ Area 59 |
| ☐ Area 52 | ☐ Area 60 |

To update an existing skill sheet, email **skills@nmrcc.com**. Please include the changes to be made, along with your **first and last name, UBC ID, and Local Union number**. Skills will not be changed or removed unless specifically directed.

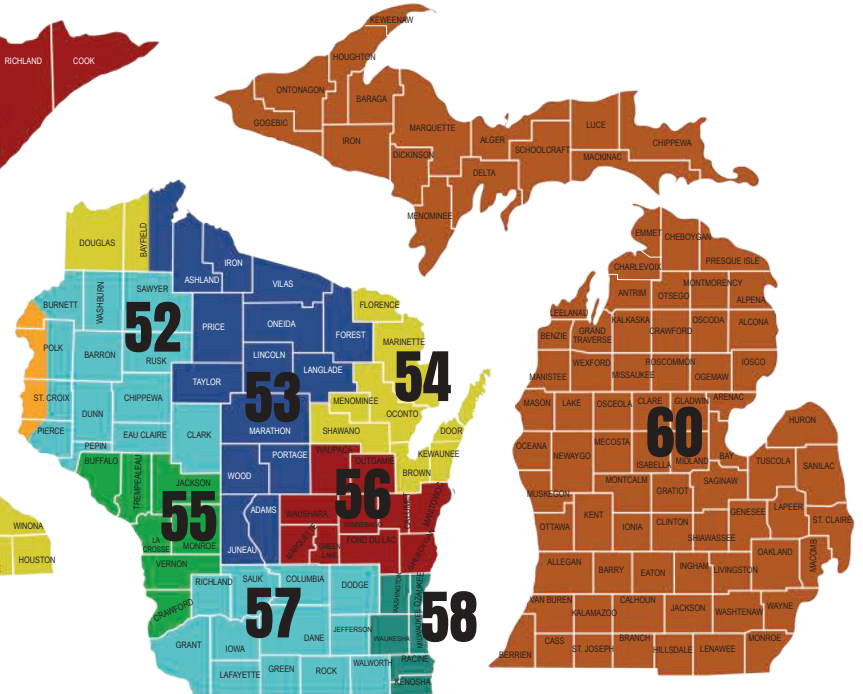
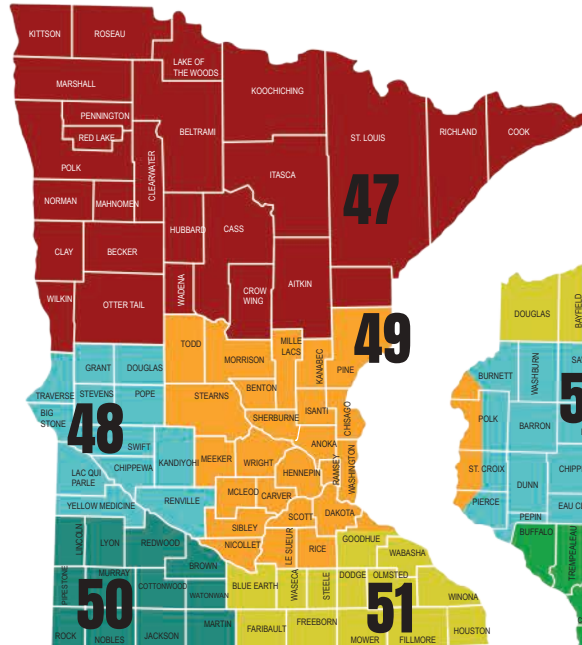
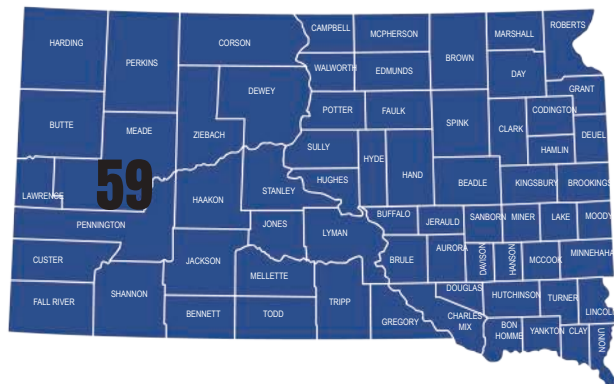
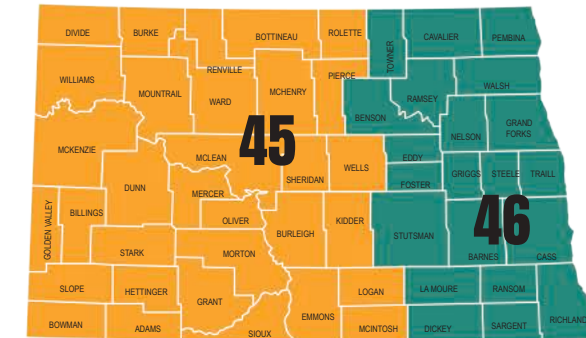
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Signature: _____

Date: _____

Submitting a skills sheet does NOT automatically place you on the Ready-to-Work list.
Please call Dispatch at 1-877-558-6699 and follow the prompts to place yourself on the Ready-to-Work list.

PILE DRIVERS



- 45: North Dakota, Local 1091
- 46: North Dakota, Local 1176
- 47: Minnesota, Local 361, 606, 1934
- 48: Minnesota, Local 1847 - 1
- 49: Minnesota, Local 1847 - 2
- 50: Minnesota, Local 1847 - 3
- 51: Minnesota, Local 1847 - 4
- 52: Wisconsin, Local 1074

- 53: Wisconsin, Local 310
- 54: Wisconsin, Local 1146
- 55: Wisconsin, Local 1143
- 56: Wisconsin, Local 731 and 955
- 57: Wisconsin, Local 314
- 58: Wisconsin, Local 2337
- 59: South Dakota, Local 587
- 60: Michigan Statewide

Northern Midwest Regional Council of Carpenters

Dispatch/Ready-to-Work list procedure and policy

NMRCC shall operate its Dispatch System/Ready-to-Work (RWL) utilizing Union Impact, with frequent downloads from UBC member database MELOS to assure all membership information is kept current and confidential.

Requirements

- All registrants must register with the Dispatch system in order to be eligible for dispatch.
- Journey-level members and Apprentices must fill out and complete a questionnaire listing skills, qualifications, certifications, and areas willing to work. Forms can be found online at www.nmcarpenters.com or at a Local Union within the jurisdiction of NMRCC. Questionnaires shall be updated by member registrants annually.
- In order to be eligible to register and/or remain on the RWL, members must be in good standing.
- In order to be eligible to register and/or remain on the RWL, non-member registrants must make arrangements with the applicable Local Union to join or pay an appropriate hiring hall registration fee, and remain current on that payment.
- All registrants must update their status in Union Impact every 30 days to remain on the RWL.
- No Apprentice may be put on the RWL unless they are registered with their state's Apprenticeship Division.
- The Union may disclose to various government agencies, when requested by such agencies, that a registrant has refused a dispatch. All registrants must be advised that failure to be available for, or refusal of dispatch, may affect his or her eligibility for unemployment benefits.
- Anyone accepting a dispatch and failing to report to work will be moved to the bottom of the list.
- No registrant may be on the RWL while currently employed on a long-term assignment (over 40 hours).
- Should a registrant fall off the RWL due to failure on their part to check in using Union Impact, their position may be restored two times in the previous 12-month period, upon request.
- All applicants and employers agree to be subject to the NMRCC Uniform Referral Rules and the Dispatch Procedures as may be amended from time to time.

Job calls & dispatches

- The RWL is divided by craft: Carpenters, Interior Systems, Millwrights, Pile Drivers, Tradeshow, etc. A registrant may be dispatched under any category allowed in the Collective Bargaining Agreement the employer is currently signatory to provided that said registrant is capable of performing work as a journey-level craftsman.
- Positions not filled during an open call will go to the next qualified person on the list who accepts the call.
- The dispatcher shall verify each individual Apprentice's status with the applicable UBC training program prior to dispatch to assure the individual's enrollment in the program.
- Applicable Training departments shall be copied on all apprentice dispatches.
- The dispatcher shall contact all registrants dispatched (excluding *re-dispatches) to assure that the registrant is aware of jobsite requirements, start time and location **unless the employer has already made such contact**. The registrant may be dispatched directly to the employer's shop and/or office for training and processing prior to reporting to the job location.
- The dispatch department shall supply the employer with all requested dispatches via email or fax as soon as administratively possible. A copy shall be supplied to all registrants upon request.

- Personal dispatch histories shall be supplied to registrants upon request.
- When *re-dispatching or dispatching a registrant currently working for an employer, dispatchers must administratively place the registrant on the RWL in order to process the dispatch.

Employer requirements

- Employers seeking a classification of worker contained in an active NMRCC Collective Bargaining Agreement shall phone, fax or email requests to the dispatch office advising of job location, start time, number of Journey-level members and Apprentices required, skills, certifications, applicable contract, prevailing wage (if applicable) and any other relevant information.
- An employer may call for any Journey-level registrant by name, provided they are eligible for dispatch.
- Apprentice registrants may be called for by name once indentured, provided they are eligible for dispatch.
- An employer may issue a request for *re-dispatch of registrants to their company due to change in jobsite location, change in pay level, etc. A registrant is eligible for *re-dispatch as long as they are still currently active (not suspended).
- If the contractor is utilizing a lower wage package than the contractual rate it should be notated clearly on the callout form so this information can be included in the open call recording (i.e. Market Recovery, Residential, etc.).
- Registrants shall be dispatched at the current Collectively Bargained Rate for the Agreement and/or Agreements to which the employer is signatory.
 - Modifications to the pay rates as allowed under the applicable Collective Bargaining Agreement shall be the responsibility of the employer to communicate directly to the registrant accepting the dispatch prior to the scheduled start of work.

Exceptions

- Registrants are not required to update their status in Union Impact every 30 days when covered under the following scenarios:
 - Registrants who become unavailable for work due to service in the Armed Services, Reserves, National Guard or Coast Guard may be eligible to remain on the RWL during their absence per the Uniformed Services Employment and Reemployment Act (USERRA).

Dispute Resolution

If any registrant questions the application of these rules in any manner regarding his or her registration or dispatch, the registrant shall have the right to appeal to NMRCC for a review and binding decision. A registrant shall be required to exhaust all remedies within NMRCC before taking any further action on his or her complaint.

The Northern Midwest Regional Council of Carpenters does not discriminate against any person on the basis of race, religion, color, gender, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law. No worker shall be refused registration or dispatch because of his or her lack of union membership or good standing without proper notification if such worker is otherwise qualified for registration and eligible for dispatch.

*re-dispatch is when an employer requests a dispatch for a registrant that is currently employed and covered by an active Collective Bargaining Agreement within the jurisdiction of NMRCC.

NORTHERN MIDWEST REGIONAL COUNCIL OF CARPENTERS

UNIFORM CARPENTER/MILLWRIGHT REFERRAL/HIRING HALL RULES

1. To be eligible for a referral on Book 1, an applicant must have worked one year out of the last four under a Regional Council working agreement, reside within the normal labor market for the Council's applicable Area Agreement, have worked at the trade for four years and must have attained the level of journeyman by the Regional Council or its predecessor organizations. There shall be no discrimination in referrals on the basis of union membership or protected class under the laws of the United States and any state in which a referral is made.
2. Book 2 shall consist of all persons who have worked and reside within the normal labor markets of the Regional Council, worked one year out of the last four under a Regional Council working agreement, have four years' experience at the trade and have attained the level of journeyman by the Regional Council or its predecessor organizations.
3. Book 3 shall consist of all persons who have worked one year out of the last four under a UBC working agreement, are available for work within the geographical area of the Regional Council, have four years' experience at the trade and have attained the level of journeyman by the UBC or its affiliated organizations.
4. Book 4 shall consist of all persons who have worked and reside within the normal labor markets of the Regional Council and have four years' experience at the trade.
5. Book 1 and Book 2 applicants are allowed to solicit jobs from employers provided the employer is signatory or bound to a collective bargaining agreement with the Regional Council. Solicitation and call-backs may be limited based on such applicants having worked for the employer for some specified period of time based upon craft or area referral practices and collective bargaining agreement provisions. Applicants accepting employment or soliciting employment under this section must check in with the local representative in order to accept a position under this section.
6. To be eligible for a referral, an applicant must have completed a referral application, be unemployed and available for employment.
7. Referrals shall be referred in this order; from Book 1, Book 2, Book 3, and then Book 4. Within each book, applicants shall be referred based upon the date on which they have registered for referral, provided they have the qualifications and experience necessary for the job assignment. Referring representatives shall also take into consideration the proximity of the applicant's residence to the job site.
8. Applicants must register by timely contacting the Union's designated referral office or referral provider and updating any changes in contact information. The referral list shall only be administered by persons designated by the Executive Secretary-Treasurer.
9. All applicants meeting the following criteria shall be removed from the referral lists:
 - a. Applicants referred to a job lasting five consecutive working days or more than 40 hours.
 - b. Failure to register each 30 days, as scheduled by the Referral Office.
 - c. Failure to report that he/she is working.
 - d. Failure to report to a job call to which the applicant was dispatched without adequate excuse reported to the Union. The EST or the EST's designee may prohibit an applicant from being placed on the out of work list for 30 days if the applicant has repeatedly or habitually failed to report to job calls to which he/she was dispatched.
 - e. Members who have been called for referral three times without responding to the Union.

- f. Failure to keep current on local union dues and working dues, or in the instance of non-members, failure to tender an amount equivalent to the cost of the Union's operation of such referral system as an administrative charge to offset the cost of the Union's referral service.
10. Referrals shall be made within each Book, as applicable above, on the basis of skills, experience, location of member's residence, and other reasonable criteria set forth by the employer as may be permissible under the applicable collective bargaining agreement. Retired applicants receiving a pension will be referred only after Book 1 is depleted of non-retired applicants. At the discretion of the EST or his/her designee, applicants not on the out of work list may be referred on the basis of specialized skills or experience requested by the employer.
11. Apprentices shall be referred in accordance with these referral rules as such rules are applied to journey level workers. Apprentices will maintain their place on the list while attending training. The EST or the EST's designee shall have discretion to allow direct entry of apprentices and hiring of apprentices through designated recruitment programs or pre-apprenticeship programs. Apprentices shall be referred in compliance with the applicable Apprenticeship Standards.
12. If an applicant referred to work has a positive result or refusal pursuant to the drug testing policy under any of the Regional Council's collective bargaining agreements, the applicant will be removed from the list, and will be eligible to return to the out of work list and solicit his/her work only if he/she seeks counseling from an EAP Program approved by the Regional Council, or follows such other procedures required by a drug testing policy adopted under a Regional Council collective bargaining agreement. Applicants may be required to provide evidence that he/she utilized the referral to the EAP and/or met employer required counseling prior to placement on the out of work list and regaining the ability to solicit his/her work. Applicants removed from the list or seeking placement on the list after having been removed under this section may appeal to the EST within 10 days of any action under this section. Applicants removed from the list under this article shall not be discriminated against on the basis of any disability or any other protected class. This section shall be implemented in compliance with all applicable federal and state laws.
13. These rules may be implemented by personnel authorized and assigned by the EST of the Regional Council and may include, at the EST's discretion and upon notice to those on the ready-to-work list, the implementation of the Dispatch system, or comparable automated referral system.