

International Union of Operating Engineers Local 324



Chartered for the Entire State of Michigan

DOUGLAS W. STOCKWELL – BUSINESS MANAGER

May 19, 2014

To Whom It May Concern:

In order to better serve both the membership and the contractor community, effective June 1, 2014 the Operating Engineers Local 324 will become an Exclusive Hiring Hall. As an Exclusive Hiring Hall, all new hires of Operating Engineers must be placed with the Dispatcher at the Referral Office. Requests for individually named Operators on the Open Referral List will be honored. Requests for unnamed Operators with specific skills will be dispatched in the order in which those who possess such skills are on the Open Referral List.

The change to an Exclusive Hiring Hall was made in an effort to increase the size and depth of the pool of Operating Engineers available to our signatory contractors. For many contractors, the only changes in your hiring practices will be that you contact the Referral Office instead of directly contacting the Operator that you wish to hire or rehire. Others who are accustomed to hiring directly from a random pool of workers will appreciate the increased access to skilled Operators through the Referral Office.

As an Exclusive Hiring Hall, employees performing bargaining unit work within the jurisdiction of Local 324 beyond May 31, 2014 under the Hiring Hall Agreement must have come through the Referral Office. In order to clear all of your existing employees through the Referral Office, we are asking that you submit a "request" for all existing Operating Engineers who will be on your company payroll as of June 1, 2014. Please send an email or fax to the Referral Office with a list of said employees. Please include the employed Operators' first and last names and the last four digits of their Social Security numbers. Please also be sure that your company name is featured prominently within the email hire324@iuoe324.org or fax 248-836-2737.

Future requests for Operating Engineers can be made to the same as above, and the Dispatcher can be reached directly at 248-836-3400. Please contact the Referral Office between the hours of 8am and 2pm, Monday through Friday. Requests for Operating Engineers must include the jobsite location, scope of work, equipment to be operated, skills and certifications required and number of Operators needed. Please allow 48 hours for requests to be completed and dispatched.

Operating Engineers Local 324 looks forward to working with your company to provide all of your hiring needs. Please forward this notice to anyone who might be a part of the hiring process within your organization. We believe that our signatory contractors will see great benefits in having access to a growing resource of Operating Engineers. An Exclusive Hiring Hall "FAQ" follows.

Sincerely,

Douglas W. Stockwell
Business Manager

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Operating Engineers Local 324 Exclusive Hiring Hall FAQ's

Q: Can I request an individual Operator by name?

A: Yes, but for the sake of record-keeping, all requests for individual Operators must be written. Written requests can be in the form of an email or fax (email preferred). The company name must be prominently displayed within the communication.

Q: Are there any other requirements for requesting an individual Operator by name?

A: Yes. An Employer's written request for an individual Operator by name will be honored, provided that at the time of the request, the Operator requested is presently on the Open Referral List, and (1) the Operator has worked for the requesting Employer in the past five (5) years as an Operator; or (2) has been on the Open Referral List at least five (5) consecutive days. All requests are based on having worked in the state of Michigan as an Operator.

Q: How much advance notice must I give the Referral Office when I need to hire an Operator?

A: Requests must be made to the Union Referral Office between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday (except holidays). The Employer shall allow forty-eight (48) hours for the Union referral of the prospective Employees(s). Requests may be made outside the above mentioned window, however, for the purpose of calculating the forty-eight (48) hour allowance, requests made after 2:00p.m. shall be considered to have been made at the beginning of the following business day.

Q: What information should I include with a standard request for an Operator?

A: Please provide to the Referral Office the location, starting time, approximate duration of the job, type of work to be performed, equipment to be operated, specific skills or certifications required and the number of Operators needed.

Q: How do I submit a request for Operators?

A: You have several options for communicating with the Referral Office. You can call to speak with the Dispatcher directly at **248-836-3400**. For your convenience, this number has been set up solely for contractors requesting Operators. You can email your request to hire324@iuoe324.org. You can fax requests to **248-836-2737**. Currently, all requests throughout the state will be handled through the Referral Office in Bloomfield Township.

Q: Are there forms available for submitting requests?

A: In the near future, we expect to have a fillable form available through a reply email. Until then, please submit your requests as described above. The Dispatcher will contact you right away if any pertinent information is missing.

Q: Will the Referral Office consider specific Equal Employment Opportunity requirements?

A: The Referral Office will make every attempt to provide to the contractor Operators who meet the Equal Opportunity conditions as called for in the jobsite requirements. When the need arises, please contact the Dispatcher directly to discuss the process.

Operating Engineers Local 324 Exclusive Hiring Hall FAQ's continued.

Q: Do I call the Referral Office for the hiring of Apprentices?

A: The dispatching of Apprentices is handled by the Journeyman and Apprentice Training Fund (JATF). Please contact the JATF at **517-546-9610**.

Q: If I have a temporary layoff, do I need to call the Referral Office to recall my employee?

A: For your convenience, there is a two week window for recall. If your employee has been laid off for fourteen (14) days or less you may recall him or her directly without going through the Referral Office. For layoffs greater than 14 days, the employee must be back on the Open Referral List and you must call the Referral Office to request him or her.

Q: Do I have the right to reject Operators dispatched from the Referral Office?

A: Contractors have the right to reject any Operator who has been dispatched. Furthermore, if an Operator has misrepresented his or her skills and abilities that Operator may be turned away without show up time pay, provided that no material work has been performed.

Q: If I've hired an Operator through the Referral Office but he or she has since proven to be incapable of performing the work, can I request another Operator?

A: Yes. On the first day of hire said Operator shall be paid for actual hours worked. Beyond the first day, the Operator shall be paid his or her last day as outlined in the applicable collective bargaining agreement, and a new dispatch will be made. The Referral Office does ask that contractors follow up in such cases by sending a communication briefly describing the situation to the Referral Office.

Q: What if the Referral Office is unable to provide an Operator within the 48 hour window?

A: Please contact the Dispatcher for further information.