

### Exclusive Hiring Hall Referral List Administrative Procedures

In order for the International Union of Painters and Allied Trades District Council 711 and its local unions ("IUPAT 711") to administer a processing system for referral of applicants for employment ("Referral Lists"), the following administrative procedural rules ("Administrative Procedures") are hereby adopted and implemented by IUPAT 711.

1. All IUPAT 711 Referral Lists shall be administered in accordance with these Administrative Procedures except to the extent that any procedure contained herein conflicts with any federal, state, or local law or with a term of a collective bargaining agreement.
2. Any Referral List shall be administered without discrimination against such applicants by reason of membership or non-membership in IUPAT 711 and such selection and referral shall not be affected in any way by rules or regulations, bylaws, constitutional provisions, or any other aspect or obligation the IUPAT 711 membership policies or requirements.
3. Only applicants who are not currently employed at the trade may register on a Referral List. Initial registrations shall be accepted by IUPAT 711 by electronic mail or by telephone. Any exceptions shall be made by the Business Manager.
4. Once an applicant has registered his or her availability on a Referral List, the applicant must thereafter register his or her availability by telephone or by electronic mail to IUPAT 711 to remain on the Referral List.
5. An applicant's registration of availability on any Referral List shall be effective for ninety (90) days. An applicant must again register his or her availability before the expiration of that period in order to retain his or her position on the Referral List. All applicants shall provide updated contact information to IUPAT 711, including current addresses, electronic mail addresses and phone numbers, when registering his or her availability on a Referral List. Any applicant who fails to timely register shall be removed from the Referral List.
6. These Administrative Procedures shall apply to applicants currently on a Referral List as of the date these Administrative Procedures are adopted ("Current Applicants").
7. Current Applicants must register with IUPAT in accordance with the procedures in paragraph 5 within 90 days of the date these Administrative Procedures are adopted. Any Current Applicant who fails to timely register shall be removed from the Referral List.
8. Any applicant who is removed from the Referral List shall register pursuant to the terms of paragraph 3. Upon registration, the applicant will be placed at the end of the

Referral List.

9. IUPAT 711 shall send written notice of these Administrative Procedures to all members and Current Applicants at the addresses registered on the respective Referral List or on other union records.

**FORM LETTER 1: NOTICE TO MEMBER OR BECK MEMBER RE EXCLUSIVE HIRING HALL PROCEDURES.**

[IUPAT District Council 711 Letter Head]

Via U.S. Mail & Certified Mail

Member Name

Address

Dear \_\_\_\_\_,

We write to notify you that the International Union of Painters and Allied Trades District Council 711 ("IUPAT 711") has adopted procedures regulating the administration of Exclusive Hiring Hall Referral Lists ("Referral Lists"). A copy of these administrative procedures is enclosed.

These administrative procedures require an applicant who is not already on a Referral List to initially apply by telephone, (\_\_\_\_)\_\_\_\_-\_\_\_\_ or by email, (\_\_\_\_), to IUPAT 711.

All registrations are effective for *90 days*. Before the 90 day period expires, all applicants must notify IUPAT 711 by phone or email of their availability in order to retain their position on the Referral List. All applicants must also provide updated contact information to IUPAT 711, including current addresses, email addresses, and phone numbers, when registering his or her availability on a Referral List.

*For members currently on a Referral List*, you must register by phone or email within *90 days* of the date of this correspondence to confirm your availability and update your contact information.

Any applicant who fails to timely register shall be removed from the Referral List and be required to register as a first time applicant. As a first time applicant, you will be placed at the end of the Referral List.

If you have a question, you may contact the undersigned at the following telephone number (\_\_\_\_).

In Solidarity,