

UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA

INDIANA/KENTUCKY/OHIO REGIONAL COUNCIL OF CARPENTERS

MARK G. MCGRIFF
EXECUTIVE SECRETARY-TREASURER
BUSINESS MANAGER



771 GREENWOOD SPRINGS DRIVE
GREENWOOD, IN 46143
(317) 807-5722 PHONE
(317) 807-5729 FAX

Dear Member,

The Indiana/Kentucky/Ohio Regional Council of Carpenters is always looking for ways to better serve our members. We have now been successfully using the **MIX 20/20** automated system, across our Council, for many years, dispatching our members to work. As those dispatches are reviewed we look for ways to improve the system and how we can reach our members better.

Enclosed in this mailer you will find a new Dispatch Work Areas map that allows you to see our entire Council's work areas. Please review it carefully to determine which out-of-work list to join when you are available for work. Enclosed you will also find a revised skill data sheet. Please take this time to carefully review and complete the enclosed *Skill Data Sheet* and return it to your local office. It is absolutely necessary that each member has a complete and updated *Skill Data Sheet* on file to use the Council's non-exclusive referral service. You can also call your local union office to request another *Skill Data Sheet* to be mailed to you or you can complete a *Skill Data Sheet* at your local or Regional Council office. No changes will be made to your *Skill Data Sheet* over the phone.

Also enclosed is a copy of the newly approved Indiana/Kentucky/Ohio Regional Council of Carpenters Non-Exclusive Referral Policy Effective January 1, 2017.

If you have any questions, please call your local office or one of the Regional Council offices.

Indiana/Kentucky/Ohio Regional Council of Carpenters
Non-Exclusive Referral Policy
Effective January 1, 2017

- (1) The Indiana/Kentucky/Ohio Regional Council of Carpenters shall maintain an open and non-discriminatory "out-of-work list" in each market area, for its members who desire to be referred for employment. A separate list may be maintained for millwrights. A separate list may be maintained in certain market areas for residential carpenters and floor-coverers, as directed by the Executive Secretary/Treasurer.
- (2) Members of the Indiana/Kentucky/Ohio Regional Council of Carpenters will have total portability within the jurisdiction of the Council, and may seek employment in any area. A Regional Council member may also place his or her name on the primary out-of-work list in any **one** market area within the Council's jurisdiction where they wish to be employed. Should a member desire to be considered for work in other areas in addition to the area they have chosen as their primary area, they may select other areas as secondary areas, and will be considered after those who have chosen that area as their primary area.
- (3) A member wishing to use the Regional Council's non-exclusive referral service must personally place his or her name on the out-of-work list, indicating name, address, telephone number, and qualifications. Such member must re-register every thirty days to maintain his or her place on the out-of-work list.
- (4) Employers may call the Regional Council and request referrals. They may request any number of individuals in general, by specific qualifications, or by name. Employers should state the location of the job, reporting date and time.
- (5) Any member registering while currently employed shall be stricken from the list and may be subject to disciplinary action.
- (6) Any member who accepts a job referral and fails to report, ready and able to work as directed, shall be stricken from the list, and placed at the bottom of the list upon re-registering.
- (7) Any member who accepts a job referral and quits said job, shall be barred from signing all IKORCC out-of-work lists for a period of 6 months from the date of quitting the job. Thereafter, the member will be placed at the bottom of the list when they re-register.
- (8) Any member who obtains his or her own job is responsible for notifying the appropriate union offices within 24 hours.
- (9) Any member who loses employment due to failing a drug or alcohol test or who refuses to take the required drug or alcohol test shall be barred from the list for a 6 month period following termination of employment after which time they shall be placed upon the bottom of the list when they re-register. The same 6 month bar shall likewise apply to individuals who did not use the out-of-work list when obtaining the job from which they have been discharged or laid off due to having failed or refused the required drug or alcohol test.
- (10) The order of referral shall be in descending order beginning at the top of the list, except in cases where an Employer requests individuals possessing specific skills and abilities. In such a case, the Regional Council shall refer the first member on the list possessing said skills and abilities. This in no way restricts the right of an individual to seek his or her own employment, an employer's right to request specific individuals by name, or the union's ability to refer stewards at their discretion.
- (11) When a member is referred or notifies the Regional Council he or she has accepted employment, the member's name shall be removed from the out-of-work list. A member employed for less than forty hours must notify the appropriate offices that he or she has been laid off to retain their position on the list. A member accepting three such employments shall have his or her name placed at the bottom of the list upon re-registering regardless of the number of days worked.

**INDIANA/KENTUCKY/OHIO REGIONAL COUNCIL OF CARPENTERS
Membership Skill Data Sheet (Millwright)**

This Skill Data Sheet must be returned to your Local Union office. With this information, we can better serve the membership and our signatory contractors.
All information is maintained confidentially in our computer system.

Name: _____ UBC#: _____ DOB: _____ Phone# () _____
 Address: _____ City: _____ County: _____ State: _____ Zip: _____

Check all work areas and training you are qualified to perform. The data you provide is on the honor system.
 If you are discharged for inability to perform an indicated skill, then that skill will be deleted from your Skill Data Sheet.

Training Completed:	Skills Experience:	Welding:	Geographical Work Areas:
<input type="checkbox"/> 10 Hr. OSHA Construction (111)	<input type="checkbox"/> Blueprint Reading (Com/Ind) (202)	<input type="checkbox"/> Cutting Torch (221)	Primary (select only one)
<input type="checkbox"/> 30 Hr. OSHA Construction (132)	<input type="checkbox"/> Certified Diver (119)	<input type="checkbox"/> Flux-Core-Mig (800)	↓ Rollover (may select multiple)
<input type="checkbox"/> 40 hr. Scaffold Qualification (115)	<input type="checkbox"/> Climbing (203)	<input type="checkbox"/> Mig (223)	↓
<input type="checkbox"/> Aerial Lift Operator (165)	<input type="checkbox"/> Conveyor-Power & Free (192)	<input type="checkbox"/> Stick (220)	Indiana
<input type="checkbox"/> CPR & First Aid (118)	<input type="checkbox"/> Conveyor-Monorail (208)	<input type="checkbox"/> Stainless Stick (222)	<input type="checkbox"/> Hobart
<input type="checkbox"/> Certified Welder (121)	<input type="checkbox"/> Conveyor-Package Handling (209)	<input type="checkbox"/> Tig (225)	<input type="checkbox"/> Indianapolis
<input type="checkbox"/> Confined Space (122)	<input type="checkbox"/> Coupling Alignment-Dial (204)		<input type="checkbox"/> Warsaw
<input type="checkbox"/> Forklift (125)	<input type="checkbox"/> Coupling Alignment-Laser (205)		
<input type="checkbox"/> Flowserve pump Repair (180)	<input type="checkbox"/> Fans (206)	Instruments:	Kentucky
<input type="checkbox"/> GE Gas Turbine Familiarization (181)	<input type="checkbox"/> Layout-Blueprint (207)	<input type="checkbox"/> Precision Tools (305)	<input type="checkbox"/> Ashland
<input type="checkbox"/> GE Gas Turbine Qual.-Vegas (182)	<input type="checkbox"/> Layout-Transit (306)		<input type="checkbox"/> Lexington
<input type="checkbox"/> Human Performance (183)	<input type="checkbox"/> Layout-Theodolite (307)		<input type="checkbox"/> Louisville
<input type="checkbox"/> Hytorc Bolting (184)	<input type="checkbox"/> Machinist (230)		<input type="checkbox"/> Owensboro
<input type="checkbox"/> Machinery Alignment (185)	<input type="checkbox"/> Piledriving (261)	Supervision Experience:	Ohio
<input type="checkbox"/> Millwright 16 Hr. Safety (186)	<input type="checkbox"/> Shop Work (213)	<input type="checkbox"/> Foreman (522)	<input type="checkbox"/> Canton
<input type="checkbox"/> Millwright Qualification (187)	<input type="checkbox"/> Turbine-Steam &/or Gas (214)	<input type="checkbox"/> General Foreman (521)	<input type="checkbox"/> Cincinnati/Dayton
<input type="checkbox"/> Rigging Qualification (211)	<input type="checkbox"/> TWIC Certification (161)	<input type="checkbox"/> Superintendent (510)	<input type="checkbox"/> Cleveland
<input type="checkbox"/> Rigging Orientation (216)	<input type="checkbox"/> Wind Turbine (215)		<input type="checkbox"/> Columbus
<input type="checkbox"/> Steam Turbine-Vegas (188)			<input type="checkbox"/> Ironton
<input type="checkbox"/> Tower Rescue (189)			<input type="checkbox"/> Steubenville/Youngstown
			<input type="checkbox"/> Toledo

Signature: _____ **Date:** _____

NOTE: The Geographical Work Area "Rollover List" will be used after the area "Primary List" is exhausted.
 Note: If there are skills which you would like to learn or improve, The Regional Council Apprenticeship and Journeyman Training Program offers skill enhancement classes for members. For details, please contact the local training center in your area.

MIX 20/20 DISPATCH

GEOGRAPHIC WORK AREAS

In accordance with current Council work rules, you may choose to belong to one or more Geo Work Areas. If a job does not fill after calling members on the primary list, MIX can call members on 'rollover lists' to attempt to fill the job.

SKILL CODES

Skill Codes designate the work related skills or other qualifications that you have achieved. For each new job position requested, MIX 20/20 determines which members on the Out Of Work List possess the skills required by that job in order to create a job call list.

DISPATCH CALL ORDER

MIX 20/20 precisely follows your Council's work rules to dispatch jobs. For example, members who have the required skills for a new job are typically called in order of the member with the earliest out of work date first. Work dates are measured to the precise second by MIX 20/20.

PRIVACY MANAGER

MIX 20/20 is not compatible with the privacy manager feature or two-step voice mail offered by many local telephone companies. Because it is an automated system, MIX callouts may not reach you within the allotted time. If you activate it, MIX 20/20 can send a text messages to your cell phone whenever you miss a job call.



INDIANA/KENTUCKY/OHIO
REGIONAL COUNCIL OF
CARPENTERS

To speak with a Council
Representative, please call
(317) 807-5722

TAHOE

Tahoe Interactive Systems

MIX 2020

Automated Job Dispatch

"Receiving Job Calls from MIX
20/20"



USING MIX 20/20 DISPATCH

Your Local Union will soon begin using MIX 20/20 Automated Job Dispatch to process job requests. MIX ensures your Local dispatch rules are followed fairly, precisely and consistently. Please note that members whose dues are in "arrears" will not receive job calls.

For security purposes, when you receive a job call, you will be required to enter your PIN before proceeding. After hearing information about the job, you will be asked to either accept or decline the position. *If you hang up during a Dispatch call, MIX considers it an automatic decline.*

If you miss a Dispatch call, and the position is still open, you can call the MIX 20/20 Member Information Center at **1-888-875-9819** to pursue the job opportunity. You will be able to hear the job details again, and either accept or decline the job – if it has not been filled.

To assure the integrity of the automated job dispatching process, MIX 20/20 tracks detailed information associated with each job call and stores this information.

The MIX line can be reached at:

1-888-875-9819

RECEIVING A DISPATCH CALL

When you answer a job dispatch, you will hear...

"This is a Job Dispatch call from the IKORCC. This dispatch is intended for...<your first name>."

Or, you may hear...

"MIX 20/20, press 1"

...in which case you *must* press '1' to continue.

The person answering the job call will have the options for MIX 20/20 to wait (up to 3 minutes) for the member to become available; or, call back later (without penalty); or, continue with the job dispatch process at that time. Note: If you have the system call back later, MIX 20/20 will continue to make calls to other members in an effort to fill the job.

"Please enter your Member PIN:"

Enter your four-digit PIN in the spaces above.

Once your PIN has been validated, you will hear your current number of job declines, and an audio recording describing the new job opportunity.

IF YOU HANG UP AFTER ENTERING YOUR PIN, MIX 20/20 WILL CONSIDER IT AN AUTOMATIC DECLINE.

ACCEPTING OR DECLINING A JOB

After hearing the information about the job, Press one of the following numbers on your touch-tone phone:

Press 1: To hear the information again – You can repeat the information up to five times.

Important Note: Once you have accepted the job, you can replay the job information again as many times as you need by pressing the 2 key.

Press 2: To Accept the Job – You will hear confirmation that you accepted the job along with additional recorded information (if available) about the job. Your dispatcher and the contractor will then receive written notification of your acceptance and will expect you to arrive on time at the specified location.

When you accept the job, you will automatically be removed from the Out-of-Work list. If it turns out to be a short term job, you may contact your local Council to reinstate your previous out of work date.

Press 3: To Decline the Job – MIX will record your decision to decline the job.

MIX 20/20 DISPATCH

GEOGRAPHICAL WORK AREAS

In accordance with current Council work rules, you may choose to belong to one or more Geo Work Areas. If a job does not fill after calling members on the primary list, MIX can call members on 'rollover lists' to attempt to fill the job.

SKILL CODES

Skill Codes designate the work related skills or other qualifications that you have achieved. For each new job position requested, MIX 20/20 determines which members on the Out Of Work List possess the skills required by that job in order to create a job call list.

DISPATCH PROCESS

MIX 20/20 precisely follows your Council's work rules to dispatch jobs. For example, members who have the required skills for a new job are typically called in order of the member with the earliest out of work date first. Work dates are measured to the precise second by MIX 20/20.

PRIVACY MANAGER

MIX 20/20 is not compatible with the privacy manager feature or two-step voice mail offered by many local telephone companies. Because it is an automated system, MIX callouts may not reach you within the allotted time. If you activate it, MIX 20/20 can send a text messages to your cell phone whenever you miss a job call.



INDIANA/KENTUCKY/OHIO
REGIONAL COUNCIL OF
CARPENTERS

To speak with a Council
Representative, please call
(317) 807-5722

TAHOE

Tahoe Interactive Systems, Inc.

MIX
2020

"Member Information Center"



MEMBER INSTRUCTIONS

MIX 20/20 INTRODUCTION

Councils use MIX 20/20 to provide members with 24-hour access to information from Regional, District, and Local Councils. Using a touch-tone phone, you will be able to hear important news and local announcements by union officials.

MIX 20/20 also fully automates the job dispatching process, filling jobs in record time with qualified members. Members can hear (and, in some cases even update) important information such as Out of Work status, Out of Work date, Telephone Reach Numbers, Work Areas, Skills and Certifications.

If you miss a job call, and the position is still open, you can call MIX 20/20 to accept the job by dialing **1 (888) 875-9819**.

This "Quick User Guide" provides instructions for using the basic features of MIX 20/20 and includes: updating your Out-of-Work status, hearing your current skills, and accessing news updates from your Local, District or Regional Councils. MIX 20/20 uses voice prompts and recorded messages to let you choose desired menu options. To access other features of MIX, simply listen to the voice prompts and make the desired selections.

CALLING MIX 20/20

Using a touch-tone phone, dial the MIX 20/20 toll-free number **1 888 875-9819** and you will hear...

"Welcome to the IKORCC Member Information Exchange..."

"Please enter your Member ID:"

Write the numeric portion of your UBCJA Member ID or Social Security Number in the spaces above.

The first time you use MIX, you must use the **last 4 digits of your social as your PIN**. Then you will be asked to choose a new PIN – You may use any four-digit number **except** for the last 4 digits of your Social Security Number.

You can change your PIN at any time, but if you forget it, you'll need to have it reset by the Council Administrator.

"Now Enter Your PIN:"

Enter your four-digit PIN in the spaces above.

Once you've logged in successfully, MIX will ask you to speak your name. You may record just your first name or your full name. When you call in the future, MIX will then speak your recorded name back to you. Also, MIX will ask if you want to register your phone as the primary phone you will be using to contact MIX. If so, you will no longer have to enter your member ID to access MIX, you will only need to enter your PIN.

MAIN MENU ITEMS – HIGHLIGHTS

1. **Job Dispatch** – You will need to know the Job ID number to be able to hear details and accept or decline a job. Please jot it down when MIX 20/20 calls you initially with the job details.
2. **Out of Work Status** – You can add or remove yourself from the OOW list. MIX will automatically update your renewal status each time you call in. You must renew your OOW status every **30 days** to be considered for Job Dispatch.
4. **Member Information** – Allows the following:
 - a. Change PIN
 - b. Review Telephone Numbers
 - c. Text Notification

Text Messaging – offers the option to receive a text message from MIX if you do not answer a job call. The text message would include the job number and the MIX 20/20 phone number to call. (If you select the text option, you would still also receive a recorded message when you miss a job call.)

5. **More Member Information**
 - a. Skills
 - b. Certifications
 - c. Work Areas
 - d. Accepted Job details

Call the MIX Line at: 1 888 875-9819