

REFERRAL SERVICE RULES FOR Teamsters Local Union No. 117

I. PURPOSE

Teamsters Local Union No. 117 (the “Union” or “Local 117”) will maintain a nonexclusive referral service (“referral service”) for the purpose of enhancing employment opportunities. The referral service shall serve former and current Teamsters members and our broader community by 1) gathering and classifying information from individuals seeking work and 2) referring individuals (“applicants”) registered with the referral service to companies (“Employers”) that are seeking qualified workers.

II. INTRODUCTION

The purpose of these Rules is to provide an orderly procedure for the referral of applicants under the Union’s referral service.

No applicant may be discriminated against by either the Union in the referral process or the Employer in the hiring process for any reason contrary to the law or these Rules.

An Employer may reject any applicant for employment. An Employer is free to employ any qualified persons to fill a vacancy and shall not be required to employ applicants through the referral service.

The referral service is not an employment referral agency under the ADA and does not make fitness for duty determinations. The Union will refer any registrant without regard to physical fitness.

II. GENERAL RULES

1. Location – The Teamsters Local 117 Referral Service is located at the principal offices of Teamsters Local Union No. 117: 14675 Interurban Ave S Suite 307, Tukwila, Washington 98168.
2. Hours of Operation – The office is open from 8:00 a.m. until 5:00 p.m. Monday through Friday. The office may be closed at any time due to inclement weather or any other reason.
3. Bulletin Boards/Posting of Notices – A copy of these rules will be posted on the bulletin board in the offices of the Union and on the Union’s website.
4. Obligations of Applicant – “Applicant” means an individual who is available for employment and current with applicable referral service fees of \$10 per month (payable by the fifth business day of each month). If the applicant is a Teamsters member who has lost their job, they may have the first month’s fee waived; the fee waiver may continue if/while the member remains an active dues payer in good standing. All applicants who wish to update their qualifications or contact information are encouraged to do so in writing (either electronically or by mail).

III. REFERRAL RULES

A. Applicant

1. Registration - Register and provide information so we can match you to appropriate job opportunities for which you are qualified. As long as you are paid and otherwise eligible, you will maintain your place on the list (based on your date of registration.) Otherwise, you may be bumped to the bottom or removed from the list.
2. Referral – You will be referred to job opportunities based on the skill sets required and your order on the list. Make sure we have updated contact information! If we do not hear back from you about a potential referral within 24 hours, we may reach out to someone lower on the list. Applicants may be asked to bring a referral form to the Employer upon referral.
3. Unemployment Insurance – If you are receiving or seeking unemployment insurance benefits, being on this list may qualify as one or more of your weekly job search requirements (per the Washington State Economic Security Department).

B. Employer

1. Placing Job Orders – An Employer may submit an Employer Job Request; a link to the referral service web page and a download option for the form will be located on the website: www.teamsters117.org. The Employer Job Request must be filled out completely.
2. Right to Reject – The Employer has the right to reject any applicant for employment.
3. Referral Form – The Employer is required to complete the referral form indicating the disposition of the hiring process and return to the referral service as soon as possible after the decision is made.
4. Requests – When an Employer requests an individual with a special skill or certification, the Employer shall certify that the skill or certification being request will, in fact, be utilized by the individual hired. If the Employer wants to request a special skill or certification that is not listed on the form as a pre-approved special skill (i.e. overhead crane or forklift operators), the Employer shall explain to the referral service staff what the skill is. It shall be the responsibility of the referral service staffer or appointed designee to then determine whether to include the special skill in outreach to potential applicants.
5. Notice of Filled Positions - If the Employer has a job posted with the referral service that is filled by means other than through the referral service, the Employer shall notify the referral service that the position has been filled.

C. Referral Service

1. Order of Referral – Applicants will be referred to jobs for which they are qualified based on the order of their date of registration. For example, a similarly-qualified applicant who signed up for the referral service on May 1, 2020, will be referred to a job before an applicant who signed up on May 2, 2020.
2. Skills & Certifications – When the Employer states requirements for special skills and/or certifications in its request, the referral service shall refer the first applicants on the referral service list who possess such skills and/or certifications.

3. 90-Day Window – Applicants who apply for and receive a job through the referral service may be restored to their prior place on the list if they have 90 cumulative calendar days or less on the referred job. If an applicant quits or is terminated they may not receive the benefit of the 90-day window.
4. Removal – The Union reserves the right to notify and remove applicants from the list.

IV. AUTHORITY, INTERPRETATION, AMENDMENTS

To the extent there are differences between these rules and any individual Collective Bargaining Agreement, the individual Collective Bargaining Agreement shall apply. Interpretations of these rules will be determined by the Secretary-Treasurer of Local 117. These referral service rules may be amended at any time.

