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**Agent Responsibilities to the
Members, the Organization, and
to Yourself**

Realize Who You Are & What You Represent

- Laborers
- Your Local Union
- A Way of Life
- The Greatest Worker Organization in the World

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Before We Go Any Further

- You are an extension of our organization as a whole.
- **NEVER LIE** in the performance of your job as an Agent!!...**TO ANYONE** (e.g. your boss, contractors, members, other trades representatives, etc.)!
- Respect is earned, not freely given, and should be maintained at all costs.
- Learn to prioritize your schedule.

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Before We Go Any Further (cont.)

- Learn to focus on the situation at hand.
- Always follow up and do not leave members or contractors hanging.
 - When you do not have requested information available (or an answer for a question) offer to get answers and information
 - Do so as quickly as possible.

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Agents Duties

- Jurisdiction
- Organizing
- Contract Administration
- Training & Apprenticeship
- Fringe Benefit Funds
- Safety
- Legal
- Political
- Member Services
- **Jobsite Visits**

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Skills

- Communication
- Honesty
- Patience
- Trustworthiness
- Team Player
- Committed
- Problem solver
- Attitude

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Why We Check Jobs

- CBA Enforcement
- Jurisdiction
- Safety
- State Law Compliance
- Organizing Opportunities

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CBA Enforcement

- Proper Dispatch
- Key Men
- Stewards
- Grievances

Jurisdiction

- Laborers Jurisdiction
- Establish Jurisdiction w/Contractor/Pre-Job
- Defend/Dispute Jurisdiction

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Safety

- Personal Protective Equipment
- OSHA Requirements
 - fall protection
 - fork lift
 - Scaffold
 - confined space
 - excavation & shoring
 - traffic control
 - etc.
- Research contractor safety program & record

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State Law Compliance

- Know awarding agencies
 - State/City/County
 - School District
 - Department of Public works
 - etc.
- Prevailing wage
- Apprenticeship Standards

Organizing

- Familiarize yourself w/non-union contractors
- Establish communication w/non-union workers
- Co-ordinate with organizing department

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How We Check Jobs

➤ Preparation

➤ Onsite

Preparation (Research)

- Collective Bargaining Agreements
 - National agreements
 - Letter of Understanding/Memorandum of Understanding
 - Etc.
- Job Tracking
 - CTTS
 - Dodge reports
 - State Building Trades
 - District Councils
 - Local Publications
 - Etc.

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Onsite

- Hardhat, Safety glasses, boots, safety vest, hearing protection, camera, binoculars, notepad, Smartphone
- Check in at trailer
- Meet with steward
- Check members
- Check subcontractors
- Check who is doing Laborers work
- Check safety and work conditions
- Have forms available (Dues Checkoff Authorization, Representation cards, Ins. Forms, change of address, voter reg., CBA)

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Results of Job Visits

➤ Documentation

➤ Follow-up

Documentation of visit

- Jobsite visit report form
- Grievance form
- Jurisdictional dispute form
- Stewards Reports
- Keep copy of all documentation for records

Follow up

- Follow appropriate procedures for any problems encountered.
 - Grievances
 - Jurisdictional disputes
 - Safety violations
 - Prevailing wage violations
 - Letters for removal
 - etc.

Follow up

- Make sure you follow through with next step.
 - Phone call
 - Meeting
 - Letter or form
 - Reference to individual or department

Miscellaneous

- Know your area
- Attend Pre-Bid Meetings
- Attend Pre-Job Meetings
- Attend Bid Openings
- Attend Meetings of City Councils, County Board of Supervisors, School Boards, Water Boards, etc.
- Scout your area for new activities, contractors, etc.

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On The Job-Site Reminders

- Don't interfere with production
 - Checking cards in the middle of a concrete pour
- Don't take longer than necessary to check cards
- Don't visit at the same time/day all of the time
- Don't try to answer questions you don't know the answer to

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On The Job-Site Reminders

- Try not to hold “Union Meetings”
- Some business will have to be addressed off the job-site
 - Health & welfare
 - Topics for the next Union Meeting
 - What is happening elsewhere
 - Etc.
- Obey all job-site rules, especially safety rules
 - **You are a Laborer!!!**

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Growth & Improvement

- Know your Training Center & what it provides
 - Carry brochures on training & apprenticeship
- Know our jurisdiction of work
- Know your people
 - Who can do what
 - Keep documentation

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Growth & Improvement

- Develop and maintain relationships with people and companies who hire Laborers
- Create an ongoing growth of verbal and written communication skills with members, contractors, and facility owners
 - Will require structured classes and self-learning

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Remember

There is no clock. You are always “on duty” and always learning.

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