



INTERNATIONAL UNION SKILLED TRADES DEPARTMENT



UAW Journeyman Card Processing Handbook

UAW SKILLED TRADES DEPARTMENT

2019



The following handbook is to assist Local Unions and Regional Journeyman Card Committees in the gathering of proper documentation, in order to more efficiently process Journeyman Card applications.



POLICY ON JOURNEYMAN CARD PROCESSING

A sample copy of the "Application for UAW Journeyman Card" is attached (Exhibit I) for your information. This form is designed to promote efficient processing of applications. Please note that this form is divided into three sections. The top section is to be completed by the applicant, the middle section is to be completed by the Regional or Sub-Regional Journeyman Card Committee to record their disposition of the application, and the lower section is to be used to record the final disposition of the UAW Skilled Trades Department.

The reverse side of the application incorporates a listing of the apprenticeable and single-purpose classifications which reflect the decisions of the International Executive Board. Procedural advice to the applicant also appears on the reverse side of the form.

Please note, however, the statement in bold type, in the applicant section of the form, specifying that the journeyman card is the property of the International Union, UAW and may be revoked for good and sufficient reasons, including failure to maintain membership in good standing while working in a UAW plant. The applicant's signature will be considered to be receipt of notice of this condition.

In addition, you will note that the signature of the financial officer testifies only to the fact of the applicant's good standing status in the Local Union as of the date of application. Good standing is determined in accordance with the UAW Constitution and can be achieved either by payment of dues or, if laid off, by "out of work" status. Likewise, the signature of the Local Union officer, committeeperson, or steward is intended to verify only that the applicant is an employee in the plant.

Work records of employment must be on company letterhead stationery. The signature of a Local Union officer, committeeperson or steward must appear on these records from UAW plants. Work records from plants not organized in the UAW must be notarized. Union signatures and notarization of employment records affirm the authenticity of the applicant's work record. **It is the policy of the Skilled Trades Department, that when computer generated work letters are submitted, they must be accompanied by W-2s for positive verification.**

Assembly of Applications

Applications must be assembled in the same fashion, regardless of the Region or their origin, for purposes of checking and filing. Assemble as follows:

One copy of application form, current work letter, apprenticeship papers (if applicable) and chronological order of other work letters. Place the picture in a small envelope and paper clip (do not staple) to the application assembly.

Picture

One picture is required. It must be of **passport quality type** (this means a front view with a plain, light background). It must be **2" x 2"** and square in shape (use a paper cutter to maintain right angle cuts). It must be on single weight paper. The back of the picture should contain the applicant's name written lightly in pencil so that we can identify it with the application.

Memo and Mailing

Prepare a memo listing the applications and mail to your appropriate Region and to the attention of the Skilled Trades Coordinator.

It is necessary that the above rules be followed explicitly in order to expedite the processing of journeyman cards.

It is very important that a complete and accurate file of the application and the supporting work records and documents be maintained in a permanent file at the Regional or Sub Regional office level. While a duplicate of these records must be sent, as indicated below, to the UAW Skilled Trades Department, the supportive documents sent to the department will be returned to the Region or Sub-Regional office to replace the duplicate file, once the application has been approved by the Skilled Trades Department. We will depend entirely upon the permanent supporting records maintained at the Regional or Sub-Regional offices. The Skilled Trades Department will maintain a computer file of the journeyman card only.



CHECK SHEET FOR APPLICATIONS

1. Application Form

- One copy of application form filled out completely with applicant's signature.
- Good standing in UAW - financial officer's signature on application form.
- Current work records - Local officer or committeeperson's signature on application form and on current work letter.

2. Photographs

- One passport quality photograph of applicant (2" x 2").

3. Work Letters

- Must show eight years proof of experience at the trade or 8,000 hours of apprenticeship documents and a minimum of 576 hours of related instruction.
- One copy of each work letter on company letterhead, with specific dates of employment and classification held. The work letter must be dated and signed by company representative
- UAW shop letters must be verified as accurate by the signature of an officer, committeeperson or steward of the Local Union at the place of employment. Give office held and date verified.
- Work records from present employer must be current, no more than 60 days old from the time it is received at the Regional office.
- Where more time has elapsed, the letter may be updated when verified by the Local Union (within reason, of course).
- Work record must give the applicant's current status, such as: Currently working in a UAW plant, on layoff with recall rights, on sick leave with return rights or retired.
- Credit is not given for self-employment time unless verified by self-employed IRS records or notarized affidavits.
- Non-UAW shop letters: Company official's signature must be notarized. If the letter is not notarized, the following affidavit may be typed on or affixed to the original letter and signed by the applicant in front of a notary – *"I swear that I obtained this letter from the person whose signature it bears and, to the best of my knowledge, the contents are true."*
- Foreign work letters must be translated by a source approved by the Skilled Trades Department. Two copies of original and translated letters must also be submitted with the application.
- Letters or journeyman cards from other Unions are not accepted as proof of time in the trade except for CAW (Canadian Auto Workers) members.
- Time at trade school is not credited as time in the trade.

- Experience gained in military service may be used to substantiate journeyman status, provided the applicant can produce detailed records showing experience at the trade. Discharge certificate is not sufficient. To obtain military personnel records, write to:

- - Military Personnel Record Center, TAGO
 - 9700 Page Boulevard
 - St. Louis, Missouri 63132

- The "5 & 3 Rule" is a rule that applies for all related classifications.
- Multiple employment time is creditable. Letter must give hours worked, as well as dates and Classifications. If both jobs are skilled, give credit that creates the most time without duplicating time.

4. Apprentice Graduates

- One copy of Certificate of Graduation.
- Non-UAW apprenticeships must be submitted with two copies of the Certificate of Graduation; breakdown of shop training and breakdown of related training. These must be comparable to the standards for UAW apprenticeships.
- Apprenticeship breakdowns can be obtained from the employer (in a form which complies with the rules for letters), from the U.S. Department of Labor, Office of Apprenticeship in your area or other government offices which handle that particular apprenticeship registration.
- Where apprenticeships do not meet UAW standards, they can usually be credited as time in trade toward the 8-year requirement.
- Foreign apprenticeships must meet or exceed UAW standards of 8,000 hours of on-the-job training and 576 hours of related instruction.

5. Reclassifications

- Any applicant who was previously issued a journeyman card for one classification or trade and wants a different trade or classification, may do so provided the classifications are related. Please provide the same information as a new applicant and return the previously issued journeyman card.

6. Lost or Mutilated Card Replacement

- Normal application form not required.
- One F-4 Form filled out with all signatures.
- One passport size photograph of applicant (2" x 2").
- Return of the mutilated card.

7. Regional Card Committees

- Applications and communications must be forwarded to the Regional Card Committee.
- In cases where the guidelines cannot be met, it is best to communicate your problems in writing to the Regional Card Committee when you send the application to the Regional Office.

PROTEST AND APPEAL PROCEDURE

The following procedures outline the method of protest and appeal to be followed by a member who feels a denial of a UAW Journeyman Card was improper. This procedure is in compliance with the Constitution.

Method of protest and appeal when an applicant has been rejected by the Region Card Committee, or when an applicant has been approved by the Region Card Committee and rejected by the Skilled Trades Department.

STEP 1 a. The appeal must be made within 30 days of the date the applicant received the Rejection Notice from the Assistant Director or his/her representative.

b. The letter of appeal must be sent to:

**International Union, UAW
Skilled Trades Department
Attention: Coordinator
8000 East Jefferson Avenue
Detroit, Michigan 48214**

c. The letter must give the reason(s) for appeal.

The Coordinator, upon receiving the appeal, will appoint a three-person Appeal Committee. The Committee must answer the appeal within 30 days of receiving it.

Should the Appeal Committee uphold the appeal, the card will be issued, and a letter sent to the Regional Skilled Trades Coordinator and Region Card Committee, giving the reason(s).

a. Should the Appeal Committee reject the appeal, a letter will be sent to the appellant, giving the reason(s).

There is no further appeal for the rejection of your card application.



SAMPLE UAW WORK RECORD WITH VERIFICATION

(letterhead)
ANYTOOL COMPANY
Anytown, USA

June 10, 2017

To Whom It May Concern:

John Doe, Social Security Number XXX-XX-1234, worked for the Anytool Company in the classifications and periods listed below:

		<u>Classification</u>	
05/05/01 (Hired)	to	12/05/05	Toolmaker
12/06/05	to	04/03/07	Tool Lathe Operator
04/04/07	to	CURRENT9/193	Tool & Diemaker

Sincerely,

Paul Personnel Employment
Manager

The above is a true work history.

Ray Roe
Skilled Trades Committeeman
UAW Local 000

_____Date



SAMPLE NON-UAW WORK RECORD AFFIDAVIT FORM
(letterhead)

ANYTOOL COMPANY
Anytown, USA

June 10, 2017

To Whom It May Concern:

John Doe, Social Security Number XXX-XX-1234, worked for the Anytool Company in the classifications and periods listed below:

05/05/03 (Hired) to 12/05/16 Classification
Maintenance Dept

Sincerely,

Paul Personnel
Employment Manager

I swear that I secured the letter to which this is affixed from the employer whose signature it bears and that the contents are true, to the best of my knowledge.

Applicant's Signature

Subscribed and sworn to me before me, a notary public, in and for the county of _____ This
_____ day of _____, 20 _____.

Notary Signature

My Commission Expires: _____

NOTE: All work letters from non-UAW Companies must give in detail the work involved in the Maintenance Department or other classifications that do not coincide with UAW approved classifications.

August 11, 2008

SUBJECT: Time Acquired during Multiple Employment
(Effective April 6, 1967)

The Skilled Trades Subcommittee of the International Executive Board was recently asked to decide on questions raised in a case where a member supported his application for a journeyman card with time in the trade spent with a non-UAW employer while working during the same time period as a production employee in a UAW shop.

A discussion of this case clearly revealed that if the location of these work experiences were reversed, the time worked in the skilled job would be recognized. In other words, if this applicant had been employed in skilled work at the UAW shop and had been working at a production job in a non-UAW shop at the same time, his holding of the production job at the same time would not be considered a basis for rejecting consideration of his skilled time.

Accordingly, the International Executive Board has decided that time in a trade with a non-UAW employer may be used to support an application for a journeyman card even though the applicant is, at the same time, working on a production job in a UAW shop.

If an applicant is working on two different jobs, both within his trade, during the same period of time, Journeyman Card Committees should credit an applicant with time spent in either of these jobs, whichever creates the greatest credit for the applicant, provided he/she does not receive double credit during any one period of time.

August 11, 2008

**SUBJECT: Time Acquired during Multiple Employment
Substantive Evidence of Hours
(Effective July 27, 1967)**

Whenever it is necessary to process a journeyman card that would include time worked during multiple employment (moonlighting), it will be necessary for the applicant to show not only the years he/she worked for the employer but also the number of hours in which he/she worked for the second employer, where he/she served his/her respective trade or Skilled Trades classification.

August 11, 2008

SUBJECT: Name Change for Journeyman Card

A name change **will only be made** when a letter requesting such change is received, plus documentation of the change, i.e. marriage certificate, court order, etc.

August 11, 2008

SUBJECT: Reclassification of Journeyman Cards, Lost or Mutilated
(Effective June 21, 1963)

It shall be the policy of the International Executive Board that a journeyman card holder may have his/her journeyman card changed if he/she is reclassified in his/her plant provided it falls within the category outlined below:

Reclassification must come from the machine tool processes to the bench. For instance, a Tool Machinist A.A. may secure a new journeyman card in the trade of Toolmaker or Diemaker, as the case may be, or a combination of both, provided he/she submits two letters on company letterhead stationery, properly signed that he/she has acquired this new experience by working at the trade three additional years. He/she should fill out the necessary forms. The matter should be processed by the Regional Journeyman Card Committee and **the old journeyman card must be enclosed** and sent to Detroit **before** the Skilled Trades Department will issue a new one.

As a rule, we seldom get requests from individuals holding a Toolmaker journeyman card, who are reclassified to a special purpose machine such as Tool Jig Borer Machinist or any other special purpose machine, but if any individual who is reclassified desires to change his/her card, he/she may do so if he/she has been on the special purpose machine for a period in excess of three years.

Special Note: Please remember that the member will be required to submit one new photograph and the **old journeyman card** before they can be sent to the Skilled Trades Department by your Regional Journeyman Card Committee.

Lost or Mutilated Journeyman Cards

A member who loses their journeyman card or whose card has become mutilated may obtain a new journeyman card by following these instructions and submitting the following items to their Regional Journeyman Card Committee:

- a. **Form F-4** - Sample Exhibit II. Member is to fill out completely all information listed on the form, including signatures of designated Union Officers. Copies of Form F-4 are available through the Regional Journeyman Card Committee or by writing:
International Union, UAW
Skilled Trades Department
8000 E. Jefferson
Detroit, MI 48214
- b. **One New Photograph** - (2" x 2")
- c. **Return of the mutilated card**

July 11, 2014

Dear Brother/Sister

It has been our pleasure to process your application for a UAW Journeyman Card; however, it has been rejected for the following reason(s) shown below:

- (See “Reasons for Rejection” that follows)

YOU MAY APPEAL THE DECISION. The appeal must be in writing, addressed to the UAW Skilled Trades Department, 8000 E. Jefferson Avenue, Detroit, MI 48214. The appeal must state the reason and be postmarked no later than **30** days after the notice of rejection. All records will be held in the UAW Skilled Trades Department. After that, your application will be returned to the Region or Sub-Region office.

Fraternally,

(Name)
International Representative
UAW Skilled Trades Department

opeiu494

JOURNEYMAN CARD REJECTION WORKSHEET

It has been our pleasure to process your application for a Journeyman card; however, it has been rejected for the following reason(s) shown below:

1. Current work record is required showing that the applicant is employed in a UAW shop.
2. A Local Union Officer or Steward must sign work records.
3. Work records from non-UAW shops must be properly notarized.
4. Work records should show specific dates (hire/termination) and the type of work that is/was performed.
5. Work records do not confirm work.
6. Work records do not show eight (8) years at the trade.
7. Work records must be printed on Company letterhead.
8. A Certificate of Completion of Apprenticeship is required.
9. Apprenticeship does not meet UAW standards.
10. Trade does qualify for apprenticeship under UAW standards.
11. Classification does qualify for an Apprenticeship however; applicant must provide evidence of eight (8) years at the trade to receive Journeyman card.
12. Original foreign work records must be provided translated.
13. Apprenticeships served under an agreement other than the UAW agreement, must submit schedules of training, shop and classroom time.
14. Application is not signed properly or is incomplete.
15. Military record is not detailed sufficiently and is not creditable for Journeyman card purpose. See Rule #8 on Procedure.
16. A list of specific machines operated, and the normal amount of time worked on each machine is required.
17. The classification you requested has not been recognized by the UAW at your location. The Skilled Trades Department needs to review the classification through a Plant Entry before granting compliance. The Local Union President makes that request through their regional office.
18. Our records show that you have the Journeyman card that you are entitled.
19. Work records do not meet "5 and 3" requirements.
20. Application is being held subject to you submitting information required.
21. Application and records will be held subject to you submitting W2's or other appropriate documentation.
22. Application and records will be held in the UAW Skilled Trades Department for 30 days. If you do not appeal our rejection decision within the 30-day period, your application will be returned to the Region or Sub-Regional office.

IF YOUR APPLICATION HAS BEEN REJECTED, YOU MAY APPEAL THE DECISION. The appeal must be in writing, addressed to the Coordinator, UAW Skilled Trades Department, 8000 E. Jefferson Avenue, Detroit, MI 48214. The appeal must state the reason and be postmarked no later than 30 days after notice of rejection.



UAW POLICY FOR RECOGNITION OF SKILLED TRADES CLASSIFICATIONS

Requests to the International Union, UAW that classifications be eligible for Skilled Trades journeyman card issuance or for approval of a Skilled Trades Apprenticeship Program for a classification must comply with the following procedure:

1. A member or group of members seeking such recognition of a classification should present such a request to the following address:

UAW Skilled Trades Department
Attn: Coordinator
8000 East Jefferson
Detroit, MI 48214

with copies to the Regional Director and to any appropriate national servicing department of the UAW. This request must be accompanied by a statement outlining the reason or reasons why such classification should be so recognized, the history of the classification, the plant(s) in which the classification is known to occur, the industry or industries in which it is known to occur, a detailed description of the work and skill content of the classifications, and a description of the service and/or items produced by such classification. The request should be signed by the member (or in behalf of the members) seeking such recognition.

2. Upon receipt of such request, the Skilled Trades Department will conduct an initial investigation including, if necessary, interviews with members and plant visits. If satisfied that all of the pertinent data has been collected relative to such a request, the Skilled Trades Department shall place the entire file before the International Skilled Trades Advisory Committee (ISTAC) along with any recommendations it considers appropriate.
3. ISTAC shall consider the request and may ask for additional information, if they consider it necessary. ISTAC may conduct hearings, if they consider it necessary, and invite applicants and other interested members or groups within the Union to present testimony appropriate to a disposition of the request. Upon conclusion of any hearings and deliberation, ISTAC shall forward the entire file and their recommendation to the Director of the Skilled Trades Department who will place the matter before the Skilled Trades Subcommittee of the International Executive Board (IEB) for policy determination by the IEB.
4. Following such policy determination, the decision shall be communicated to those members who had requested recognition for the classification and shall be further publicized in any manner determined by the Director of the Skilled Trades Department.