



Union Registration and Placement Questionnaire

You have received this form either (a) because your union recently requested certification of its placement service to satisfy the work search requirements of Section 500C of the Illinois Unemployment Insurance Act, or (b) because unions that have previously been certified must periodically be recertified.

Please complete this questionnaire and return it to:

Illinois Department of Employment Security
c/o : UI Support
115 South LaSalle Street, Floor LL2
Chicago, Illinois 60603

If you need additional space, please use the other side of this document, if appropriate, or attach a separate sheet of paper.

After the questionnaire is returned to us and fully reviewed, you will receive a determination of your certification status.

A copy of the applicable rules is appended for your information.

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| Section A: Union Information | |
| Union Name: _____ | |
| Affiliation, if any _____ | Address of Local Headquarters: _____ |
| Address 1: _____ | Address: (Apt., Floor, Suite, etc.) _____ |
| City: _____ | State: _____ Zip Code: _____ + |
| Section B: Placement Services Information | |
| Does your union maintain a placement service for your members? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <i>If Yes, please complete Sections B, C and D. If No, please skip to Sections C and D.</i> | |
| State address and phone number for place where the service is maintained: | |
| Address 1: _____ | Address 2: (Apt., Floor, Suite, etc.) _____ |
| City: _____ | State: _____ Zip Code: _____ + |
| Telephone Number: (_____) _____ - _____ | |
| Hours and Days this Service is Available _____ | Hours: _____ Days: _____ |
| How does a member secure this service? _____ | |
| How frequently must a member report to keep his/her registration for work active? _____ | |
| How does your union notify members of job openings? _____ | |
| Does the union check the following regarding the unemployed worker? (Check all that apply) | |
| <input type="checkbox"/> Member's status with the Union | <input type="checkbox"/> Member's registration <input type="checkbox"/> Periodic renewal of registration |
| <input type="checkbox"/> Referrals to jobs and names of employers | <input type="checkbox"/> Acceptance or refusal of a job |
| Section C: Additional Information | |
| Do you have a labor-management contract with an employer or employers for whose employees the union provides an employment service? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, what kind of contract is it? (Select One) <input type="checkbox"/> Nation-wide <input type="checkbox"/> Industry-wide <input type="checkbox"/> Local Level | |
| <i>Please attach a copy of a sample contract</i> | |
| Are the job classifications under the jurisdiction of your union for which you provide all employment services contained in the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If No, either provide on the next page or attach a list of all job classifications. (Continue to page 2) | |

Job Classifications

Please describe the geographical area over which you have jurisdiction.

Are all employers who are contractually bound to your local required by contract to fill their job openings through your hiring hall?

Yes No

If No, does your union fill substantially all of the job openings for positions covered by your contracts within your jurisdiction?

Yes No

Does your union have any contracts with employers under which the employer is not required to first seek workers in the job classifications covered by your local?

Yes No

If Yes, please attach a copy of one of those contracts.

Please designate a point of contact within your local. This person would be called for the following.

- * To answer any questions which may arise concerning the contents of this questionnaire?
- * To verify a member's status with the union
- * To verify a member's registration with the union for job refusals.
- * To obtain such other information as may be required by the Illinois Unemployment Insurance Act or the Rules.

Point of Contact Name: _____ Title: _____

Telephone Number: (____) _____ - _____ Fax Number: (____) _____ - _____

Email: _____

Section D: Signature

Signature: _____

Date: _____

Name: (printed) _____

Telephone Number: _____

Title: _____

Ext.: _____

Print

Section 2865.50 Union Registration In Satisfaction of Active Search Provisions

- a) Upon request, a claimant will satisfy the active search for work provisions of Section 500(C) of the Act by registering for work with a union qualified under Section 2865.55.
 - (1) A claimant who is unemployed, belongs to the job classification of workers represented by the union and reports periodically (but not less than monthly), as required by the union, to his or her local union placement service, shall meet the work search requirements of Section 500(C) of the Act.
 - (2) Meeting the requirements set forth in subsection (a)(1) shall not relieve the claimant from satisfying all other requirements of the Act regarding eligibility for benefits, including the additional work search requirements of Section 409(K) of the Act.
- b) The Agency shall maintain an updated listing of all unions qualified under Section 2865.55.
- c) Any local union certified by the Director before July 1, 1986 shall continue to be certified, without further action on its part, so long as it continues to meet the requirements of Section 2865.55(a).
(Source: Amended at 35 Ill. Reg. 6154, effective March 25, 2011)

Section 2865.55 Requirements for Union Local Certification

- a) To meet the placement service requirements of Section 2865.50(a)(1), a union local must establish that:
 - (1) It maintains a placement service which is available during all reasonable hours, and is available to Agency personnel for information regarding such workers;
 - (2) It maintains accurate records of a claimant's original registration, referrals to work, refusal of work with reasons therefor, and records of job orders and their status; and,
 - (3) All employers which are contractually bound to that local must fill all of their job openings by first hiring from that local's placement service. In such a situation, that local then controls referral to all the job opportunities in that designated locale in the trade or occupation, as though the users of its placement service personally visited each of these contractually bound employers.
 - (4) In the absence of such contractual obligation, a local may still be approved upon showing that it does, as a practical matter, fill substantially all of the job openings in the designated locale.
- b) If a union local fails to maintain any of the above requirements of this Section, it shall lose its certified status until such time as it requalifies under the procedures set forth in Section 2865.60.
- c) After being granted certified status, such local shall submit, not more than annually, such information maintained in writing pursuant to Section 2865.55(a)(2) that will show that the union local still meets the requirements of subsection (a).

Section 2865.60 Procedures for Approval As a Certified Union

- a) Any union local may seek approval under Section 2865.55 by requesting from the local office of the Adjudication Section of Field Operations a Union Registration and Placement Questionnaire (Ben-629) that requests the information necessary to ensure compliance with the requirements on placement services in Section 2865.55. The form shall be completed and returned to:

Illinois Department of Employment Security
c/o: UI Support
115 South LaSalle Street, Floor LL2
Chicago, Illinois 60603

- b) If a union local is disapproved, written notice for the reasons for the disapproval shall be provided to the union local. All inquiries for supplementary information, explanations or assistance shall be directed to the Adjudication Section of Field Operations that shall:
 - (1) Explain the basis for disapproval;
 - (2) Advise the union local regarding any adjustments in record keeping which may be necessary to meet the standards for approval under Section 2865.55 (a).
- c) If a union local is approved, it shall be advised in writing and added to the listing set forth in Section 2865.50(b).
- d) Since disapproval of a union local under subsection (b) does not adversely affect its rights under the Act, there is no right of administrative review within the Department under the Act. However, if an individual claimant is denied benefits under Section 500 of the Act, the individual, in his or her appeal under Section 800 of the Act may raise the wrongful disapproval of his or her union local as an issue in an appeal.

(Source: Amended at 43 Ill. Reg. 6522, effective May 14, 2019)