

REFERRAL PROCEDURE

IBEW LOCAL 145

www.ibewlocal145.com

EFFECTIVE SEPTEMBER 1ST, 2012

- 1) Referral hours shall be from 7:30am to 10:30am and 2:30pm to 4:00pm Monday through Friday (excluding holidays).
- 2) All referrals shall be in accordance with the current collective bargaining agreement.
- 3) We will not release any manpower/job referral information prior to 5:00 pm as it may change at any time. We will not call individuals from the out-of-work book for job referrals for long calls. If you are interested in working in the jurisdiction of IBEW 145, it is **"YOUR" responsibility to call the office recorder** after 5:00 pm each day to see if there are any job requests. Current jobs will be posted on the recorder between the hours of 5:00 pm to 7:30 am the next morning. You can reach the recording by calling the hall at: (309) 736-IBEW(4239) or 1-800-IBEW(4239)-145. Local union members registered on Book I should press 1; IBEW members registered on Book II should press 2.

If you are interested in any job(s) posted on the recorder, you can either request a job by leaving your name and the job you are interested in on the recorder or you may call the office the next morning between 7:30 am to 9:30 am to make your request. Requests for job referrals will only be accepted by the individual requesting the job and not by anyone else. Applicants will be referred for employment in the order they are registered on the out-of-work list. **The referral agent will only notify the individuals that will receive the job. You must be available for this phone call or call back yourself by 10:30 am.** ****NOTE:** Special skills will be requested on the recording, however in emergency situations we will call individuals who have these skills to fill the job request. Special skills would include: (certified welders, cable splicers, service truck, etc.).

- 4) Individuals who are **"ACTIVELY SEEKING EMPLOYMENT"** will be allowed two (2) turndowns without penalty and be rolled completely off the Book for a third turndown. Turndowns are only given when a call cannot be filled from either Book I or Book II applicants. You must re-register IN PERSON after being rolled off. The maximum number of turndowns an individual can receive is one (1) per day.

****NOTE:** The Assistance Fund is a benefit provided through the Health & Welfare program of the Collective Bargaining Agreements for the following classifications: Inside, Residential and Teledata/Communication. The Trustees have determined you will lose this benefit if you have turned down three (3) calls whether or not the calls went completely through Book I or Book II. The benefit for The Assistance Fund will restart when the applicant re-signs the bottom of the book.

- 5) If you are not available for work because you are under Doctors care, either because of workers compensation or for personal reasons, you will be **"FROZEN"** at your position on the out-of-work list. You must present a copy of your Doctors release to the union hall before you can again become active on the out-of-work list. Upon becoming active, you will be slotted at the same number you were on the out-of-work list before you were placed under Doctors care. **It is your responsibility** to notify the union hall if you are not available for work. If you fail to notify the union hall, all jobs posted during your Doctors care will be charged against you as described above.

- 6) If a person accepts a job by leaving a message on the recorder or calling in and then decides to turn the job down, that person will be removed from the book. You will have to re-sign the bottom of the book in person during normal office hours to get back on the book.
- 7) A long call book will be used for calls of fifteen (15) calendar days or more. Upon completion of a long call, the applicant must return to the referral office and sign the bottom of the long call book.
- 8) It is the responsibility of the Business Manager of the Local Union to supply the manpower to the contractor within forty-eight (48) hours of a manpower request. In the interest of maintaining an efficient referral system, long calls received after 4:00 PM will be placed on the recorder the next business day. However, emergency referrals may have to be made outside the normal hours using whatever means are available to fill calls and place registrants.

IBEW LOCAL 145
SHORT CALL PROCEDURE
www.ibewlocal145.com

EFFECTIVE SEPTEMBER 1ST, 2012

- 1) A short call book shall be used for temporary or emergency calls of fourteen (14) calendar days or less. Upon completion of a short call, you must return to the hall and re-sign the bottom of the short call book. A short call of three (3) days or less, through no fault of your own, will allow you to take one more short call before re-signing the bottom of the short call book.
- 2) Short calls will be put on the office recorder; the same as the long calls. However, short calls of an emergency nature may be required to be filled during normal business hours. Emergency short calls will be filled by calling down the available short call list until the call is filled. Those not available or unable to take the short call will not receive a turndown.
- 3) If a person accepts a short call and then decides to turn the job down, that person will be removed from the short call list and will have to re-sign the bottom of the short call book.
- 4) If you receive three (3) short call turn downs, you will be removed from the short call list and will have to re-sign the bottom of the short call book to be eligible for future calls.
- 5) The maximum number of turndowns an individual can receive is one (1) per day.

NOTE: This referral procedure is an attempt to be as fair as possible to the membership in their responsibility in manning work in our jurisdiction. There is no perfect solution to the UNIONS' responsibility in supplying the work force to our Employers to protect the work in our jurisdiction. Every member should be ready and willing to work on any job within our jurisdiction, regardless of location.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE UNION HALL
(309) 736-4239