

# IBEW Local 76 Referral Rules

Effective January 1, 2012

Office Phone and Job Line: 253-475-1190 Fax: 253-475-0844

www.ibew76.org

*The following referral rules are intended to supplement the Referral language in each Units Collective Bargain Agreement (CBA)*

**Office Hours:** Monday - Friday 8:30 am – 12:00 pm and 1:00 pm – 5:00 pm

**Manpower Requests:** must be received by 3:00 pm in writing for next morning referral.

**Registration:** Applicants wishing to register on any “Out of Work List” must not be employed within the geographical region of IBEW Local 76 by an Employer who has a Collective Bargaining Agreement with IBEW Local #76 applicable to the list they are signing.

Book 1 members can register on the “Out of Work List” with a valid termination slip A) in person or B) via phone.

All others must register in person and provide the following; a photo ID, a travel letter issued within the last six (6) months and a current dues receipt.

Applicants will be placed on the highest “Out of Work List” or Book that they qualify for in their classification; applicants may only sign Book 1 or Book 2 in their classification, if they qualify to sign a Book(s) in another classification they will not be placed above Book 3. **Note:** No individual will qualify for Book I in Local 76 if they are registered on Book I in another local. All classifications contain both a “Long Call” Book and a “Short Call” Book; applicants may request to be placed on either or both Books. All Applicants must request to be placed on the “Out of Work” list.

**Job postings:** IBEW Local 76 will announce upcoming jobs on our website and job line after 5:00 pm. IBEW Local 76 assumes no responsibility for mechanical failure, internet and/or telephone failure, personnel error, and inadvertent omission of upcoming jobs or situations resulting in incomplete or inaccurate information being posted.

**Morning Dispatch:** Starts at 8:30 am and is expected to end no later than 10:30 am. Dispatch will begin with Book 1 Inside Wireman, all other Books and Classifications will follow as needed. “Short Calls” will be dispatched first followed by “Long Calls”.

**Job Referral:** All referrals will be by master list starting with Book 1 followed by Books 2, 3 and 4 as necessary.

Book 1 applicants may bid on upcoming jobs **A)** in person, or remotely via **B)** the job line recorder by leaving name, Classification, registration number, telephone number and job preference or **C)** Local 76 website. All remote job bids must be submitted between 5:00 pm and 7:00 am. Applicants submitting a remote bid must be available by phone the morning of dispatch between the hours of 8:30 am and 10:30 am. Applicants not available by phone to accept a job when contacted by the Local 76 office will be removed from all “Out Of Work Lists” or Books that they are registered on.

All other applicants must be present at IBEW Local 76’s hall to bid on jobs

**System Failure:** The ability to re-sign and/or bid remotely is being offered as a convenience; therefore IBEW Local 76 assumes no responsibility for telephone or website system failures or any other unforeseen situation that result in remote re-signs and/or bids not being received by the Local 76 Office.

**Re-sign:** Applicants registered on any IBEW Local 76 “Out Of Work” list or Book must re-sign monthly to maintain their place on the Book.

Book 1 members may re-sign A) In Person, B) via Mail (postmarked no later than the last day of the month), C) Fax or D) the Local 76 website. Book 1 applicants who are activated **Military Reserve or National Guard** (documentation required at least annually) are not required to re-sign the “Out of Work List” during their Military activation.

All others must re-sign A) in person or B) via the Local 76 website.

**Long Calls (LC):** Jobs that at time of dispatch are expected to last in excess of eighty (80) hours (not including overtime). Applicants who accept a “Long Call” will have their names automatically removed from all other Books, unless the “Long Call” is an “Out of Classification” call. Applicants, who accept a “Long Call” and who, through no fault of their own, work less than eighty (80) hours (not including overtime), shall be restored to their appropriate place on the Books **one time** provided

they present a valid termination slip. Termination other than Reduction in Workforce (RIF) may be cause for removal from the "Long Call" and "Short Call" list. Applicants shall be issued a maximum of two (2) referrals per registration number. All Foreman calls and call backs if allowed by your respective CBA will be dispatched as "Long Calls".

**Short Call (SC):** Jobs that cannot exceed eighty (80) hours (not including overtime). Employment must be terminated at the conclusion of eighty (80) straight time hours. "Short Calls" will be dispatched from the appropriate "Short Call" list. Applicants, at the conclusion of their first "Short Call", shall be restored to their appropriate place on the "Short Call" list. Applicants must present a valid termination slip to document the conclusion of all "Short Call". Termination other than Reduction in Workforce (RIF) may be cause for removal from the "Long Call" and "Short Call" list. Applicants shall be issued a maximum of two (2) referrals per registration number.

**Checkmarks:** Checkmarks may be issued when a job is turned down whether you submitted a bid or not. Three checkmarks will result in the applicant being removed from that Book. Applicants will not be issued more than one (1) checkmark per registration number per day.

**Book 1:** Checkmarks may be issued when an unfilled call goes through Book 1. When checkmarks are given they will be issued based on the location of job request and applicant mailing address on file at the office of IBEW Local 76. For the purpose of issuing checkmarks to Book 1, IBEW Local 76 will be divided into two (2) regions. The two (2) regions are: [Pierce, Mason and Thurston Counties] and [Grays Harbor, Lewis and Pacific Counties]. EXAMPLE: an Inside wireman "Long Call" goes unfilled in Aberdeen, Inside wireman on Book 1 who have a mailing address in Grays Harbor, Lewis and Pacific Counties would receive a checkmark on their "Long Call" registration number.

**All other Books:** Check marks may be issued each time an applicant fails to take a job, whether they were present to bid on the job or not. EXAMPLE: There are 100 people on the "Out of Work List", number 37 on the list fills the last call. Every person from number 1 to number 36 that did not accept a call would receive a checkmark.

**Checkmark exemptions:** Checkmarks will not be issued for job requests that have approved variances in place, or jobs with specific skills or restrictions that lie outside of the applicable CBA. In addition checkmarks will not be issued to individuals who are prohibited from taking jobs because of these dispatch rules. Exceptions will be granted for Book 1 Applicants with prior documentation who are on **Jury Duty**, attending to **Union Business**, on the **Sick List**, **Vacation** or activated **Military Reserve or National Guard**.

**Sick List:** Book 1 applicant unable to work due to temporary illness or disability may maintain their position on the Books if they submit advanced written documentation signed by a Physician. Temporary illness or disability shall not exceed three (3) months without follow up documentation signed by a Physician. A signed Doctors release must be submitted to Local 76 office the day prior to dispatch to be eligible for referral.

**Vacation:** Book 1 applicants unable to work due to vacation may maintain their position on the Books provided they submit a valid vacation form indicating the starting and ending dates. Vacation forms must be submitted at least one day prior to starting vacation, and the applicant will not be eligible for referral during that period. Vacations can only be used in blocks of seven (7) consecutive days, and will be limited to twenty-eight (28) days in any calendar year. During periods of "High Unemployment" vacations may be extended to fifty-six (56) days per calendar year. It is the exclusive responsibility of the Business Manager to define when a period of "High Unemployment" is or is not in effect.

**Unfilled manpower requests:** The Business Manager is responsible for filling manpower requests in a timely manner. Therefore the procedures outlined above may be circumvented and IBEW Local 76 may fill calls by any means possible in the case of an emergency.

**An emergency:** Is a threat of Life and property, an unexpected interruption of an Electrical Contractors customers operation or function, or a serious disruption affecting the ability of the referral hall to follow these procedures.

**Abuse:** Abuse of the referral system may result in you losing all remote re-sign and/or job bidding privileges for a period not to exceed one year.

**Double Booking:** If you accept a permanent job in another local it is expected that you remove yourself from all "out of work list" in local 76, except for Book 1 members.