

## IBEW LOCAL 150 REFERRAL PROCEDURE

Pursuant to the authority of Article IV, of the Inside, Residential and VDV Collective Bargaining Agreements, the following procedural rules will govern referrals and out of work register sign-ups within the jurisdiction of, Local Union 150, I.B.E.W.

**Long Call:** defined as a request for manpower for 11 work days or more excluding holidays, Saturdays and Sundays. Once an applicant works a total of 30 days, the applicant will be removed from the out of work list. Effective 1-1-2010

**Short Call:** All short calls will be duration of 10 work days maximum. Weekends and all recognized holidays in the collective bargaining agreement will not count towards the 10 work days. Any days worked under a short call will only count towards the short call. Effective 1-1-2010

1. Local Union 150 Referral Office, located at 31290 N. US Hwy Rt. 45, Libertyville, Illinois sign in hours are 7:30 a.m. to 4:00 p.m., Monday thru Friday excluding holidays.
2. All referrals shall be in accordance with the current collective bargaining agreement.
3. It is the responsibility of all applicants on IBEW Local 150's out of work list to read and abide by the referral procedure.

### Registration/Re-registration

4. Each applicant must prove unemployment with a severance slip from his latest employer or a letter from his Business Manager stating "unemployment" at the time of registration.
5. All applicants for employment must sign the appropriate "out of work" list in person.
6. All applicants must resign monthly as per the Collective Bargaining Agreement. Resign for all applicants is the second Wednesday of the month. A grace period of two days prior and two days after will be accepted.
7. If an applicant fails to resign in the required time frame they will be removed from all out of work lists and have to resign in person. Applicants working a short call in Local 150 must resign immediately following the end of their short call to be allowed to bid on jobs.
8. Resign may be in person between the hours of 7:30 a.m. to 4:00 p.m. or by registered mail or fax.
9. All jobs will be listed and assigned a number on the Local 150 Bid System at 5:00 p.m. for calls the following referral day
10. All applicants shall be informed on the proper bidding procedure at time of registration on the out of work list.
11. At 6:30 a.m. the Local 150 Bid System will be closed. All applicants will be ranked according to their referral position and book status, with respect to the job or jobs they have bid on. The Dispatcher will start calling immediately. It is the applicant's responsibility to have the correct phone number on file with Local 150.
12. If the dispatcher calls an applicant for a job they bid on and cannot contact the applicant, the dispatcher will go to the next available applicant. It will be deemed a refusal and the applicant will be removed from the out of work list and will be required to resign in person.
13. Applicants shall report to the Local 150 office immediately to pick up their referral.

14. All IBEW members are required to show a current dues receipt to receive a referral.
15. **ITEM 15 IS TEMPORARILY SUSPENDED DUE TO UNEMPLOYMENT STATUS.**  
~~All applicants are required to bid on a job at least once every 60 calendar days or will be removed from their out of work list and will have to resign in person. Example; if a JW is on Book I of the "Inside Wireman Book" and on Book III of the VDV book and bids on jobs off the "Inside Wireman's Book" within 45 days but fails to bid on a job off the VDV book he will be removed from the VDV book only.~~
16. **ITEM 16 IS TEMPORARILY SUSPENDED DUE TO UNEMPLOYMENT STATUS.**  
~~Applicants who can document disability will be allowed to stay on the "out of work" list for up to six months. After six months they will be removed from the "out of work" list and be required to resign in person. They will not be allowed to bid on any jobs until they present to the Local union documentation that they are able to return to work full time with no restrictions from a licensed doctor.~~

### Strikes

**All calls are considered Drug Testing unless otherwise identified. It is the responsibility of the applicant to provide a working and correct phone number(s) for the bid system.  
 (Answering machines are not acceptable)**

17. If any call goes unfilled thru Book I all applicants on Book I who did not bid on a job will receive a strike. This holds true for Book II, III and Book IV.
18. Once an applicant has received a third strike they will be rolled off the book and be required to resign in person.
19. Any applicant who is currently employed on a "short call" will not receive strikes.
20. An applicant who is not eligible for hire for a contractor can upon initial registration verify that they are not eligible for hire thru either a termination slip marked "not for rehire" or for being refused in the past. Local 150 reserves the right to verify this information by contacting the contractor. The applicant will not receive a strike for not bidding on jobs offered by such contractors.
21. Any job that goes unfilled will be filled at the dispatcher's discretion!

### Long Calls

22. **Long Call:** defined as a request for manpower for 11 work days or more excluding holidays, Saturdays and Sundays. Once an applicant works a total of 30 days, the applicant will be removed from the out of work list.  
 Effective 1-1-2010
23. If an applicant accepts a call for a job and then decided to turn the job down, quits, or gets terminated for a justifiable cause, the applicant will be removed from all out of work lists and will have to resign at the bottom of the out of work list.
24. Book II and Book III applicants must notify Local 150 when they accept a long call in another local and will be removed from all out of work list.

25. If an applicant is rejected by a contractor, the applicant will retain their position on all out of work list. The applicant must notify the Local 150 office the same day he is rejected and will not receive strikes in the future for said contractor.
26. At the discretion of the Business Manager, some calls may be listed on the **Bid System** with names being taken over a period of days. The referral will then be filled prior to the start of the call.
27. The Business Manager is responsible to fill calls in a timely manner as needed by employers. Emergency referrals may have to be made outside normal hours using whatever means are available to fill calls and place applicants.

### Short Calls

28. All short calls will be duration of 10 work days maximum. Weekends and all recognized holidays under the collective bargaining agreement will not count towards the 10 days.
29. No applicant may bid on a long call while working on a short call in Local 150 or any other IBEW local.
30. All applicants laid off a short call in Local 150 must return to Local 150's office with a termination slip in order to be eligible to bid.
31. All applicants accepting a short call in another IBEW local are required to notify Local 150 when they start their short call and when they finish their short call. Failure to do so will result in being removed from all out of work list and having to resign in person.
32. Any applicant who quits or is discharged which is deemed justifiable by the Business Manager will be removed for all out of work lists and be required to resign in person.
33. Once an applicant completes a short call they will be placed in the appropriate short call position on the out of work list upon providing a termination slip from the last employer.
34. Any applicant who works 3 calendar days or less and is laid off thru no fault of their own will retain their position on the short call list.
35. In the event Local 150's Book I becomes "clear" members working out of town will be notified that they are needed at home to man our work. The Business Manager will determine when Book I is clear. Any member who has been notified and chooses to stay working out of town, will be removed from all out of work list and will be notified to return to the hall and resign at their convenience.

### Special Skills

36. All applicants are encouraged to present all documents, certificates or license for any and all special skills when they sign the out of work list. These records will be kept of file.
37. When the Employer states bona fide requirements for special skills abilities in its request for applicants, the Business Manager shall refer the first applicant on the out of work list possessing such skills and abilities.
38. If the employer designates "service truck" as a bona fide skill, then the employer must both have a service truck and place the dispatched person to work on the truck.

39. If the employer wants to request a special skill that is not listed as a pre-approved special skill shall explain to the Business Manager what the skill is. It shall be the responsibility of the Business Manager to determine whether to include the special skill.

**Referral Changes**

40. The Business Manager reserves the right to make any changes deemed necessary to the Referral procedure. All applicants will be notified of any changes.

**Referral Appeals**

41. Any applicant having a complaint with the administration of the referral system must submit any such complaint, in writing, to the Referral Appeals Committee within five calendar days from the act complained of to the Local 150 office. All complaints will be handled in accordance of the respective Collective Bargaining Agreement.