

Local 131IBEW Applicant Referral Office Rules of Procedure for the Inside Agreement

Applicants may register for employment between the hours of 8:00AM and 4:30PM, which are the normal operating hours of the Union business office.

Each applicant shall be registered in the highest priority Group for which he/she is qualified. (Group 1-4)

All referrals of applicants will be made during normal operating hours, except in the case of an emergency as defined by the Business Manager and an employer. The Business Manager is responsible to fill calls in a timely manner as needed by Employers. This means in an emergency, referral of applicants may have to be made outside normal business hours using whatever means are available to fill calls.

Each registrant shall make himself or herself available to receive personal or phone contact Monday through Friday except on recognized holidays. Job dispatch shall remain open until all jobs are filled.

A recorded message of calls for employment will be available after 5:00PM daily by calling (269) 382-1762. Lists of calls are also available on the web site at www.ibew131.com.

The recorded message will list the name of the employer and the number of employees needed. Any registrants that are interested in a job can either show up in person at the union business office between 8:00AM and 8:30AM or leave a message on the recorder, stating that they wish to apply for a job call. The Union business office will fax or e-mail the list of applicants to the respective employer for review and response. All registrants up to the position reached to fill the manpower request, who do not respond to a job call, will be given 1 turndown per call. The 3rd turndown will roll registrants to the bottom of their respective book. If an applicant is refused by an employer they will maintain their position on the book.

The Union business office will contact registered applicants beginning with the highest priority group, out of work list; starting after 9:00AM each day, except on recognized holidays.

Job calls not filled by the registered applicants that left a message on the recorder after the "jobs" message or by applicants that had reported to the referral agent before 8:30AM in person will be filled by a daybook, with a daybook sign-in list that must be signed by interested applicants each day. Registered applicants off the sign-in list starting with the highest priority group will fill the remaining available job calls.

The Union business office will offer all the work calls available at the time of the job offer.

Any call for applicants received after the Union business office has started to call the out of work list will be held over until the next business day and listed on the recorder, unless it is an emergency call.

First sign and signing after being removed from the out of work list will be in person. Group 1 applicants working in another jurisdiction can first sign by fax but must provide a copy of their job referral from that jurisdiction with the fax.

To remain on the out of work list, re-sign shall be required quarterly (January, April, July, and October)

Re-sign procedures are as follows:

Book 1 re-sign will be the first Monday of the quarter in person, by phone or by fax.

Book 2-4 re-sign will be the second Tuesday of the quarter in person or by fax from your Local Union hall

Faxes must have your name and Local Union number. It must be received two working days before or on the re-sign date during normal operating hours of the Union business office.

Fax number is 269-382-4810

