

IBEW Local 477 Referral Rules and Procedures For "Inside Wireman's Agreement" Effective 06/01/2018

Sign in will be available any time during normal operating hours of the Business Office of IBEW Local 477.

Applicants must submit proof of the requirements set forth for the Book he/she wishes to qualify for in accordance with the collective bargaining agreement. A signed letter of introduction from their home local Business Manager dated within the last 12 months and a dues receipt if applicable.

Applicants requesting a higher Book shall provide proof to the Business Manager. Applicant must schedule an appointment to meet with the Business Manager.

Applicant must sign the day sheet by 8:30 am to be eligible for dispatch that day. The High Desert dispatch office may or may not be open as reported on the recorder the night before.

Strikes suspended at this time. No strikes Applicants will be allowed two (strikes) without penalty and will be rolled to the bottom of the book after the third turndown (strike).

Exceptions: *Disability

*Vacation

*Turn Around (Spins)

*Jury Duty *Bereavement

*Military Duty Special-Skills Calls

Overtime/Shift Calls

*Zone B Calls

Dispatch

Dispatcher will start on Book 1 each day and then proceed to the successive Books as necessary. Any applicant accepting a referral that terminates by **reduction in force** through no **fault of their own** (which is 14 days or less) will retain their place on the book. They will be charged with a Short Call. They must provide a Termination Slip stating such to the dispatch office.

Any applicant accepting a job referral that reports to the employer and finds the job is not available through "no fault of their own" shall be returned to their appropriate place on the book. The dispatch office must be notified in 24 hours.

Short Calls will be 14 days (Saturday, Sunday and Holidays excluded). There will be no extensions, except through the Business Manager. Short Calls will be dispatched in rotation on the Book. If a person quits a Short Call or request a lay off they will have to sign the bottom of the Book. There will be no strikes while on a Short Call.

Dispatch will remain open until all jobs are filled.

The Business Manager is responsible to fill job calls in a timely manner as needed by Employers. In an emergency, referral may have to be made outside normal hours using whatever means available to fill job calls and place applicants.

Applicants in all groups must qualify for employment in accordance with all state, federal and local laws, regulations and ordinances. Where state certified employees are required, only state certified applicants will be referred. Applicants are responsible for providing proof of compliance to the Business Manager.

Being unable to meet minimum State Certification requirements is considered unavailable and be counted as a turndown. Applicants must have provided proof of compliance prior to dispatch.

An applicant for employment is defined as a person who is available for employment and not currently employed in any capacity by an employer signatory to any IBEW Local.

Job Line

All job requests by contractors received by Local 477 will be placed on the job line by 5:30 pm for the following business day's dispatch. Job lines are (909) 890-0607, (909) 890-0609 and (760) 947-0032. Emergency calls may be filled at any time.

Re-Sign Procedures

Currently Re-sign will be Quarterly: Mar, Jun, Sept Dec. from the 10th to the 16th of the month. Applicant may resign by Email at resign@ibew477.org, by Fax at (909)890-0659, by mail (postcard or letter), or in person at: 1855 S. Business Center Drive, San Bernardino, CA 92408. All Email and Fax requests must be received no earlier than the first day of Re-Sign, and no later than the last day of Re-Sign by 5:00 PM. Please call the same day faxed to confirm transmittal. Regular mail requests will not be counted if received before the first day of Re-Sign, and must be received no later than the last day of Re-Sign by closing time at 5:00 PM. The postcard, letter, email and fax must include the following: Name, Address, Home Local #, IBEW Card Number or if not a union member a Driver's License or government approved ID, Original Sign in Date, Page Number, Book Number and Classification. **(Applicant must have this information if they call to check their name on the Book)**

*If an applicant is refused by a contractor, (turned around through no fault of their own) the applicant will not receive a strike for the same contractor for any job offered while on the book for this period.

*An Applicant who is discharged for cause two times within a 12-month period shall be referred to the neutral member of the Appeals Committee for a determination as to the applicant's continued eligibility for referral. The neutral member of the Appeals Committee shall, within three business days, review the qualifications of the applicant and the reasons for the discharges. The neutral member of the Appeals Committee may: in his or her sole discretion: (1) require the applicant to obtain further training from the JATC before again being eligible for referral: (2) disqualify the applicant for referral for a period of four weeks or longer, depending on the seriousness of the conduct and/or repetitive nature of the conduct: (3) refer the applicant to the employee assistance program, if available, for evaluation and recommended action: or (4) restore the applicant to his/her appropriate place on the referral list.

*Disability must be supported by proper paperwork from SDI to the Business Manager. Worker's compensation will also be treated this way. You must provide a "**back-to-work order**" before being eligible to accept a referral.

*Military Duty must be supported by the proper paperwork from the Services to the Business Manager.

*Jury Duty must be supported by written proof of service by the Courts to the Business Manager.

*Bereavement will be a maximum of 5 working days in any Calendar year (January 1st through December 31st) with written notice to the Business Manager of Local 477.

*Vacation will be a maximum of 10 working days in a Calendar year (January 1st through December 31st) to be taken 5 working days or 10 working days at a time with a 24-hour notice in writing to the Business Manager of Local 477.

*Re-sign is subject to change, please refer to information provided at re-sign or contact the Business office.

If at any time job referrals are not filled by applicants on the book, the strike system may go into effect for all exceptions.