

To: All Applicants for employment

From: Edward R. Gray, Business Manager, IBEW Local 127

RE: Referral Procedure Administrative Rules

Administrative Rules for Referral System

1. Original sign-in must be in person from 8am -10am or 3pm - 4:30pm. Original sign-ins for those signing Book II must be accompanied with a letter from your Business Manager stating that you passed the journeyman wireman's exam or completed an Inside Wireman Apprenticeship. For qualifications for any other out of work book, contact the Business Manager. Failure to provide proper documentation for any referral book will result in not being called for employment.
2. All re-signs will be the first of the month. Applicants shall re-sign their appropriate "Out of Work" book starting 5 days prior to the first of each month and extending 5 days from (including) the first of the month to retain their eligibility to remain on the "Out of Work" book
3. Applicants must resign monthly, in person (8am – 10am or 3pm – 4:30pm), by mail or by fax. If by mail or fax it must be received in the Local Union Office within the resign period as stated in item #2. E-Mail resigns will be accepted by the members' home local only and must be within the resign period. **It is the applicant's responsibility to verify their re-sign has been received.**
4. All re-signs by fax or mail shall include date, name, phone number, month re-signing for, and signature and must be received within the re-sign period. Early or late resigns in person, by mail, fax or by E-Mail will not be recognized.
5. An applicant who fails to re-sign according to the required procedures will have their name removed from the "Out of Work" book.
6. "Medical Holds" will be allowed by doctors' excuse only, and removed only upon full release of your doctor. No referrals for "light duty" unless requested from an employer. If you wish to be put on a medical hold you still must re-sign according to the re-sign procedures.
7. You are allowed three (3) strikes before you are removed from the "Out of Work" book. A strike will be given if there is no answer, you are not at the number listed, service has been disconnected, you are unavailable or if you refuse a call. A message will be left on an answering machine or with whomever answers the phone but will result in a strike if you do not return the call within 4 hours or by 4:30 pm on the day called which ever is sooner. No one may accept a call for you.
8. Short calls are 14 calendar days of employment or less. Working less than 14 days will preserve your position on the "Out of Work" book. Exceeding 14 days employment will result in your name being removed from the "Out of Work" book. Your position on the "Out of Work" book will not be preserved if you are terminated for cause or quit prior to 14 days employment and will require you to sign the out of work book as a new applicant.
9. Applicants will notify IBEW Local 127 if they receive employment in another Local Union, which is more than a short call of fourteen (14) calendar days.
10. Applicants who fail to resign accordingly or violate the referral procedures will be removed from the "Out of Work" book.
11. The Local calls all day, but typically early morning or late afternoon.
12. The Business Manager is responsible to fill calls in a timely manner as needed by employers. Referrals may have to be made outside normal hours using whatever means are available to fill calls and place registrants.