

# **IBEW LOCAL 150 REFERRAL PROCEDURE**

## **EFFECTIVE JULY 1, 2022**

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 of the International Brotherhood of Electrical Workers.

**Long Call:** Defined as a request for manpower for 11 workdays or more excluding holidays, Saturdays, and Sundays. Once an applicant works for a total of 30 days, the applicant will be removed from the out of work list. Foreman Callout by name (PLA's), and recalls are exempt from the 30-day rule and will be removed from the out of work list immediately upon referral.

**Short Call:** All short calls will be a duration of 10 workdays maximum. Holidays, Saturdays, and Sundays will not count towards the 10 workdays. Any days worked under a short call will only count towards the short call.

1. Local Union 150 Referral Office located at 31290 N US Hwy 45, Unit B, Libertyville, IL 60048 hours of operation are 7:00 am to 12:00 pm and 1:00 pm to 4:00 pm 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 last employer or a letter from his Business Manager stating "unemployment" at 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 begins on the 10<sup>th</sup> of each month and ends on the 16<sup>th</sup> of each month.
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 in person 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 7:00 am to 12:00 pm and 1:00 pm to 4:00 pm, or by registered mail, fax, or via internet with Labor Power.
9. All jobs will be listed and assigned a number on the Local 150 Bid System at 5:00 pm for calls the following referral day.
10. All applicants shall be informed on the proper bidding procedure at the time of registration on the out of work list.
11. At 6:30 am 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 may 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. Applicants who can document disability with a signed statement from their doctor 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. This applies to workers compensation and short-term disability.
16. **Drug Testing Calls:** All calls are considered Drug Testing unless otherwise identified.
17. If any calls goes unfilled thru Book I, the first 25 applicants on Book I who did not bid on a job call will receive a strike. This holds true for Book II, III, and IV. Any call that is a specialty call will not be considered a strike able call. Specialty calls will be identified as such. Working in another IBEW Local union jurisdiction does not exempt an applicant from receiving a strike.
18. Once an applicant has received a third strike, they will be rolled to the bottom of their respective book.
19. Any applicant who is currently employed on a "Short Call" in IBEW Local 150 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. The applicant at the time of registration shall list all such contractors. Local 150 reserves the right to verify this information by contacting the contractor. The applicant will not receive a strike for not bidding on a job call offered by such contractor.
21. Any job that goes unfilled will be filled at the dispatcher's discretion.

### **Long Calls**

22. If an applicant accepts a call for a job and then decides to turn the job down, quits, or gets terminated for justifiable cause or reports to the contractor and asks to be refused, the applicant will be removed from all out of work lists and will have to resign at the bottom of the out of work lists.
23. 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 lists.
24. If an applicant is rejected by a contractor, the applicant will retain their position on all out of work lists. The applicant must notify the Local 150 referral officer the same day he/she is rejected and will not receive strikes in the future for said contractor.
25. 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.
26. The Business Manger 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**

27. No applicant may bid on a long call while working on a short call in Local 150 or any other IBEW Local.

28. All applicants laid off from a short call in Local 150 must return to Local 150's office with a termination slip in order to be eligible to bid.
29. 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 lists and having to resign in person.
30. Any applicant who quits or is discharged for cause which is deemed justified by the Business Manager will be removed from all out of work lists and will be required to resign in person.
31. 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.
32. Any applicant who works 3 calendar days or less on a short call and is laid off thru no fault of their own will retain their position on the short call list.

### **Special Skills**

33. All applicants are encouraged to present all documents, certifications, or licenses for any and all specific skills when they sign the out of work lists. These records will be kept on file.
34. When the employer states bona fide requirements for specific skills abilities in its request for applicants, the Business Manager shall refer the first applicant on the out of work list possessing such skills.
35. 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 service truck.
36. If the employer want to request a special skill that is not listed as a preapproved special skill, they 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 in the call.

### **Referral Changes**

37. 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**

38. 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 with the respective Collective Bargaining Agreement.

Please sign below stating that you have received the IBEW Local 150 Referral Procedure Effective July 4, 2022.

Thank you,  
IBEW Local 150

Signature\_\_\_\_\_

Date\_\_\_\_\_

Member Number\_\_\_\_\_

Revised June 13, 2022