

IBEW 275 Referral Procedure

Effective June 1, 2012

Updated April 22, 2016

Union Office Hours

The Union Hall Offices are open daily, Monday through Friday, from 8:00am to 12:00pm and 1:00pm to 5:00pm. Original sign and dispatch are open during these hours.

The Union Hall Offices may be closed for partial or full days around Holidays or when emergencies occur, so you should contact the Office at 616-837-7149 to be sure the Office will be open when you are planning to stop in.

Original Sign

The Local Union maintains an available for work list based on qualifications, and uses Group I-IV. If you are unsure about which group you qualify for, contact the union hall.

Group I applicants may register by email, fax, in-person, or by mail.

Group II applicants may register in person upon showing JIW status. .

Group III and IV applicants must register in person and provide adequate proof of meeting the qualifications for their Group.

Continued Registration

All applicants registered on the available for work list are required to resign with the local union **each month** anytime between 8:00am on the 10th of each month, through 5:00pm on the 16th of each month.

Resign may be done by mail, fax, e-mail, through the IBEW Local 275 website, or in person and require: Name, address, home local #, and IBEW Card # (or driver's license or other government ID# if not an IBEW member).

To prevent any confusion or discrepancy, resigns will **not** be allowed by phone.

Anyone registered on the available for work list that fails to resign will be removed from the list.

Job Calls

The Business Manager is responsible to fill calls in a timely manner as needed by Employers. In an emergency, referrals may be made outside of normal referral hours using whatever means are available to fill calls and place registrants. Foreman or Special Skill calls will be filled in accordance with the Inside Wireman Agreement.

IBEW Local 275 utilizes a telephone recorder/web-based system. Employer requests for manpower are placed on the telephone recorder or "job line" as well as on the IBEW 275 website (accessible when logged in) from 5pm until 8am. Calls received after 8am will not be considered unless we are unable to fill the call.

Job Line 616-837-7149 Ext. 2, Web www.ibew275.org

Applicants registered on the available for work list, not currently on referral in Local 275, may leave their name and registration number on the job line to be added to the pool of applicants for the particular calls.

Applicants may choose to indicate their interest through the website. Both are utilized simultaneously, so either method is fine.

Applicants registered and responding via job line or website will be placed chronologically and referred in that order, unless rejected by the Employer.

In the event that not enough applicants respond to the available jobs, the dispatcher will begin with the next registered applicant following the last applicant to have responded to the job line or website.

Turndowns

Registrants will be allowed two turndowns without penalty and be removed from the book for a third turndown. If removed, they must register as described in the original sign section.

Each registrant who could have been referred but did not respond will be issued a turndown. Each registrant unavailable for referral when work would have been offered to the registrant shall be considered a turndown.

The names of the applicants accepting the job offer will be forwarded to the employer prior to referrals being issued. In the event the employer rejects an applicant for employment, the applicant will be restored to their place on the out of work list, and the job will then be offered to the next registrant having responded or registered on the available for work list.

Any applicant rejected will not be issued a turndown.

Eligibility

IBEW Local 275 adheres to the MUST Drug Testing and Safety program. All applicants for employment must have a current drug test at the time of referral and have all MUST Modules completed at the time of referral. Group I applicants are registered with the program and can complete the modules at www.mustonline.org, and can contact the union hall to authorize a drug test.

Applicants registered on Group II-IV may complete these requirements through their home local, or cover the cost of the program.

In some cases, OSHA 10 or 30 may be substituted for the MUST Modules. Please contact the local union if you have either of these to determine if you need to also do the MUST Modules.

Any applicants **not** meeting the Drug Testing and Safety program requirements will be considered unavailable for work, issued a turndown, and not be issued a referral even if responding.

Referrals

Referrals must be picked up at the union office.

Anyone accepting a referral and through no fault of their own receives 14 calendar days or less of employment shall be restored to their previous position on the out of work list provided they promptly report to the union office.

Indentured Apprentices, Construction Wireman, and Construction Electricians will be referred/assigned in accordance with the contract provisions covering these classifications.