



## IBEW LOCAL UNION 146 REFERRAL PROCEDURE AND POLICY

\*\*\* EFFECTIVE JUNE 1, 2012 \*\*\*

3390 North Woodford Street

Decatur, IL 62526

Phone (217) 877-4604

Fax (217) 877-4614

E-mail: [resign@ibew146.com](mailto:resign@ibew146.com)

[www.ibew146.com](http://www.ibew146.com)

Pursuant to the authority of Article IV of the Collective Bargaining Agreement, the following procedural rules will govern referrals and out of work register sign-ups within the jurisdiction of Local Union 146, I.B.E.W.

1. Sign in hours are 7:00 AM to 5:00 PM, Monday through Friday, excluding holidays.
2. Initial registration of the "Group Register" must be done in person. Re-registration may be accomplished in person, by fax, certified mail, e-mail or on our website **monthly, beginning on the 10<sup>th</sup> and no later than the 16<sup>th</sup> of each month.** Fax, e-mail or website resigns are not required to be sent from the home local. In person re-sign is required annually on the original sign date anniversary.
3. Calls for manpower will be recorded daily and placed on an automatic recording at 5:00 PM. A brief description of the nature of the call will be provided stating the names of the employers, the start date, the number of positions available and the anticipated duration (if available). If there are no requests for manpower, then a message stating there are no requests will be on the recorder.
4. Registered referral applicants inquiring about job information may call (217) 877-4604, or, if applicants reside outside the local calling area, **1-800-WORK-146 (1-800-967-5146).** **It is the applicant's responsibility to call the job information line each night.**
5. At the conclusion of the recorded job information, all applicants will be required to give his/her name, book status, card number, job preference and a contact phone number. At 7:00 AM the following morning, or on Monday at 7:00 AM, if applicable, the job recording will be disconnected. All respondents will be ranked according to their referral position and book status with respect to the job or jobs they have indicated a preference. The respondents with the lowest referral position will be notified by 10:00 AM as to the issuance of a referral slip. Respondents who have not been notified by 10:00 AM the following morning can assume that their referral position was not high enough to be issued a referral.
6. Any referral applicant who records a job preference, then turns down the job, may be removed from the out-of-work register and would be required to re-register in person.
7. "Fourteen (14) day or less calls" (short calls) will be offered to referral applicants who are out of work and have notified the referral office that they are available for immediate short calls. Short calls will be filled by calling applicants in order of referral position, and will usually not be recorded on the job line.

A CURRENT DUES RECEIPT IS REQUIRED FOR EMPLOYMENT IN LOCAL 146, IBEW

**The only exception to the above procedure will be to fill job requests of an emergency nature, that would necessitate immediate referral of manpower. Under emergency provisions, every effort will be made to call referral applicants in order of their referral position to fill such requests.**