

IBEW LOCAL UNION 146
REFERRAL PROCEDURE AND POLICY
*****EFFECTIVE DECEMBER 1, 2007*****

3390 North Woodford Street
Decatur, IL 62526
Phone (217) 877-4604
Fax (217) 877-4614
Job Line 1-800-WORK-146
Website www.ibew146.com

Pursuant to the authority of Article IV of the Inside Collective Bargaining Agreement, the following procedural rules will govern referrals and out of work registrations within the jurisdiction of Local Union 146, IBEW.

1. **Sign in hours are 7:00 a.m. to 5:00 p.m., 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, e-mail or mail on your **monthly anniversary date or three business days early.**
3. Registered referral applicants inquiring about job information may call (217) 877-4604 or 1-800-WORK-146 if outside the local calling area. The caller will press, “1” for the job referral line then will be directed to press “1” for Book I or “2” for Book II. **It is the applicant’s responsibility to call the job line each night.**
4. Calls for manpower will be recorded daily and placed on the job referral line by 5:00 p.m. A brief description of the call will provide the name of the employer, reporting time and date, total number needed for the call and the anticipated duration (if available). When there are no requests for manpower, a message will state such.
5. At the conclusion of the recorded job information, all applicants will be required to give his/her name, card number, job preference and contact phone numbers. At 7:00 a.m. the following morning, or 7:00 a.m. Monday, if applicable, the job recording will be disconnected. All respondents will be ranked according to 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 a.m. as to the issuance of a referral slip. Respondents not notified by 10:00 a.m. can assume that their referral position was not low enough to be issued a referral.
6. Any referral applicant recording a job preference who then declines the job will be removed from the out-of-work register and will be required to re-register in person.
7. Short Calls – fourteen (14) calendar days or less – 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 under normal circumstances, will not be offered on the job line.

CURRENT DUES RECEIPT REQUIRED FOR EMPLOYMENT IN LOCAL 146, IBEW

The only exception to this procedure will be to fill job requests of an emergency nature when immediate manpower is needed. Every effort will be made to call referral applicants in order of referral position during emergency circumstances.