

**IBEW LOCAL UNION 146**  
**REFERRAL PROCEDURE AND POLICY**  
**EFFECTIVE 01/30/2001**

- 1) As per Article IV, Section 4.11 of the Collective Bargaining Agreement, an applicant who has registered on the "Group Register" must renew his application every 30 days, or his name will be removed from the "Register".
- 2) The initial registration of the "Group Register" must be done in person at the Union Hall. Any subsequent re-registration must be done within 30 days of the initial registration date.
- 3) Registered referral applicants inquiring about job information may call **217-877-4607**, or, if applicants reside outside the local calling area, **1-800-WORK-146 (1-800-967-5146)**.
- 4) If there are no requests for manpower, then a message stating there are no requests will be on the recorder.
- 5) Calls for manpower will be recorded daily and placed on an automatic recording at 5:00 p.m. 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).
- 6) At the conclusion of the recorded job information, all applicants will be required to give his/her name, card number, job preference, phone number and/or contact person.
- 7) Promptly at 7:00 a.m. the following morning, or on Monday at 7:00 a.m. if applicable, the job recording will be disconnected. All respondents will be ranked according to their referral position with respect to the job or jobs they have indicated a preference for. The respondents with the lowest referral position, will be notified by 10:00 a.m. if possible of the issuance of a referral slip.
- 8) All respondents who have not been notified by 10:00 a.m. the following morning can assume that their referral position was not high enough to be issued a referral.
- 9) Any referral applicant who records a job preference, and who then turns down the job upon being contacted, may be removed from the referral register and will be required to re-register for work.
- 10) "Fourteen (14) day or less calls" (short calls) will be offered to referral applicants who are out of work and have notified the 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.

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.