

# REFERRAL SYSTEM – DISPATCHING RULES

Effective Date – November 1, 2012

## *Description of Rules*

1. No person will be dispatched without evidence of electrical certification as required by the State of California.
2. All orders for manpower will be received and recorded by the personnel in the Dispatch Office, or by fax to the Dispatch Office on the approved form for that purpose.
3. As a convenience to those seeking employment, IBEW Local 551 will make every effort to post future jobs on the Local 551 Job Line and on the Local 551 Website.

Job Line: (707) 527-6386

Website: [www.ibewlocal551.org](http://www.ibewlocal551.org)

In doing so, IBEW Local 551 assumes no responsibility for mechanical failure, telephone failure, or other situations resulting in incomplete or inaccurate information posted on either the Job Line or Website.

4. Applicants who are willing to accept employment on posted jobs must notify the Dispatcher either in person or by telephone (707) 527-6386 between 7:00 AM and 8:00 AM on the first work day following the posting of the job(s) in order to be eligible for dispatch. Job referrals will be offered to applicants beginning promptly at 8:00 AM in the order of their place on the Available-for-Work list. Dispatch will remain open until all jobs are filled.
5. Being unavailable for referral when work would have been offered to the registrant shall be considered a turndown. Exceptions will be granted for applicants who are on Jury Duty (prior documentation required) or attending to Union Business (prior documentation required). Rejection of the applicant by an employer is not a turndown. Applicants who choose not to participate in the Drug-Free Workforce Program will not receive a turndown for jobs requiring “active” status in the Program.

**Example:** There are 50 persons on the Available-for-Work list and there are calls for 4 JW’s. Number 37 on the list mans the last job. Every person from #1 to #36 that did not take a job gets a turndown.

6. Turndown of three (3) job calls, on three (3) separate days, at the time of dispatch will result in the applicant being removed from the Available-for-Work list. Applicants must re-sign in person after being rolled off the Available-for-Work list.
7. The six (6) counties that make up IBEW Local 551 are established as individual employment zones. An applicant must designate, at the time of initial sign in, which employment zone(s) they are available to work in. Once a designation is made, it cannot be changed until the member’s name is removed from the available-for-work list, the member registers as a new applicant and/or the member gets a new position. If an applicant fails to designate an employment zone the default shall be the applicants county of residence or Sonoma County if they do not live within the counties that make up Local 551.
8. Referrals shall be made in accordance with the geographical designation made by the registrant. A person who has not designated all zones will have an opportunity to accept jobs outside his designation after all other persons registered in a given zone have had the opportunity to accept jobs within their designated zones.
9. Any applicant for employment accepting a job referral and not reporting for work within their dispatching day or the date/time, if other than the date of referral, specified by the employer shall re-sign at the bottom of the Available-for-Work list in his/her proper group.

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10. Any applicant for employment who is referred to a job or jobs, and works a cumulative total of 120 hours or less, and is laid off (Reduction in Force) through circumstances beyond their control, subject to verification, shall be restored to their appropriate place on all Available-for-Work Registers (Books) within their qualifying Group as indicated on their registration form at the time of re-sign. The Applicant must report to dispatch by the end of the next dispatch day following termination, with termination slip and all checks stubs showing total hours worked.
11. Applicants shall be issued a maximum of three (3) referrals per Available-for-Work list registration date.
12. Group I applicants unable to work due to temporary illness or disability may maintain their appropriate place on the Available-for-Work list provided they present advanced written documentation signed by a doctor. Temporary illness or disability shall not exceed three (3) months without a follow-up written documentation signed by a doctor. An applicant will not advance on the Available-for-Work list while unable to work. A signed doctor's release must be presented the day prior to dispatch to be eligible for referral.
13. Group I applicants unable to work due to vacation may maintain their place on the Available-for-Work list provided they submit a vacation form stating vacation starting and ending dates. Vacation forms must be submitted at least one day prior to the start of vacation and the applicant will be ineligible for referral during that period. Vacations are limited to fourteen (14) days in any calendar year and must be a minimum of seven (7) consecutive days at any one time. An applicant will not advance on the Available-for-Work list while unable to work.
14. Once an applicant qualifies for, requests and is granted Group I status in any local union, he shall retain that status in the local union and shall not be required to requalify unless he qualifies for, requests and is granted Group I status in another local union. If that situation occurs, the applicant would have to requalify for Group I status in any previous local union(s) in which he enjoyed Group I status.
15. The following formula will be used to determine one year employment credit hours in the geographical area covered by the IBEW Local 551 collective bargaining agreement (CBA): The average of actual hours worked in each of the last four years divided by the average number of workers employed under the terms of the CBA up to a maximum of 1,600 hours to receive one year employment credit.  
**Example:** If the actual hours worked over the last four years is 3,000,000 then the average per year is 750,000 hours. If the average number of workers employed under the terms of the CBA over the last four years is 500 that number is then divided into the average hours to determine one year employment hours or  $750,000 / 500 = 1,500$  hours for one year employment credit.
16. Applicants who qualify for Group I status may have their name placed on the Available-for-Work list, provided they are not employed within the geographical jurisdiction of IBEW Local 551 by an Employer who has a Collective Bargaining Agreement with IBEW Local 551 applicable to the list they are signing. Applicants, who qualify for Group II, III or IV status may have their name placed on the Available-for-Work list, provided they are not employed under a similar Collective Bargaining Agreement within the geographical jurisdiction of any IBEW Local Union.
17. Applicant initial sign-in must be in person at the Santa Rosa Dispatch Office, 2525 Cleveland Ave., Suite B, Santa Rosa, California except IBEW Local 551 members who live in Humboldt and Del Norte Counties may fax their initial sign-in application to the Santa Rosa Dispatch Office (707) 542-9134.

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18. The Available-for-Work list will be open to applicants for registration during regular business hours: M-F 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm.
19. Applicants shall sign the Available-for-Work list in the appropriate book for which they are qualified. Anyone desiring to sign the Available-for-Work list shall present:
  - a. Current IBEW Official Dues Receipt;
  - b. Travel letter from their home local;
  - c. Nonmembers – Verifiable documentation of qualification;
  - d. Applicable Licenses;
  - e. Termination form (if that person has been working in the Jurisdiction of IBEW Local 551).
20. An applicant who has registered on the Available-for-Work list must re-sign their application monthly beginning on the 10<sup>th</sup> and ending on the 16<sup>th</sup> of each month. Applicants who fail to re-sign will be removed from the Available-for-Work list. Re-sign may be in person at the Local 551 office in Santa Rosa (during normal business hours); by US Mail (postmarked beginning on the 10<sup>th</sup> and ending on the 16<sup>th</sup> of each month); by fax (beginning on the 10<sup>th</sup> and ending on the 16<sup>th</sup> of each month); or electronically via the Local 551 website (beginning on the 10<sup>th</sup> and ending on the 16<sup>th</sup> of each month). Failure to re-sign monthly will result in the Applicant's name being removed from the Available-for-Work list. It is the applicant's responsibility to confirm US Mail, fax or electronic resign.
21. Re-sign will require the following information: Name, address, home local #, and IBEW card # or if not a union member a driver's license or government approved ID.
22. The Business Manager is responsible to fill all calls in a timely manner. In the event of an emergency, referrals may have to be made outside normal hours, using whatever means is available to fill calls and place registrants.

An emergency is defined as:

- a. A threat of life endangerment;
- b. A threat of property endangerment;
- c. A threat of unexpected and/or unpredictable interruption of the electrical contractor's customer's operations or functions;
- d. Any serious disruption affecting the ability of the referral hall to adhere to these procedures.