

IBEW LOCAL 551

REFERRAL SYSTEM – DISPATCHING RULES

Effective Date – September 15, 2014

Description of Rules

1. No electrician(s) will be dispatched or cleared into the jurisdiction of IBEW Local 551 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.
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

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. 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. Employment zones cannot be added after the initial designation. An applicant can ask, in writing, to be removed from an employment zone at anytime. 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.
6. Referrals shall be made in accordance with the geographical employment zone(s) designation made by the applicant. An applicant who has not designated the required zone(s) will have an opportunity to accept jobs outside their designation only after all other applicants registered in the required zone(s) have been offered employment and the call is officially listed as open.
7. Being unavailable for referral when work has been offered to the applicant shall be considered a turndown. Exceptions will be granted for applicants who are on Jury Duty (documentation required) or attending to Union Business (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 applicants on the Available-for-Work list and there are 4 job calls to dispatch. Number thirty-seven (37) on Group 1 accepts the last job. Every applicant from number one (1) to number thirty-six (36) on Group 1 that had designated the employment zone(s) for which the jobs were available and did not accept the available job call receives a turndown.

8. 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.

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9. Any applicant for employment accepting a job referral and not reporting for work on the day of dispatch or the date/time specified by the employer shall be rolled off the Available-for-Work list and required to re-register in accordance with dispatch rule number nineteen (19).
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 list(s). 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. Applicants shall have all turndowns reset to zero (0) upon accepting a job call referral in accordance with dispatch rule number ten (10).
12. Group I applicants unable to work due to temporary illness or disability may maintain their appropriate place on the Available-for-Work list(s) 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. 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/personal time off may maintain their place on the Available-for-Work list provided they submit a vacation/personal time off form stating the starting and ending dates. Vacation/personal time off forms must be submitted at least the day prior to the start of the vacation/personal time off request and the applicant will be ineligible for referral during that period. Vacation/personal times off requests are limited to ten (10) workdays in any calendar year.
14. Group 1 applicants are entitled to Family and Medical Leave as follows:
 - a. Twelve (12) workweeks of leave in a 12-month period for:
 - i. the birth of a child and to care for the newborn child within one year of birth;
 - ii. the placement with the applicant of a child for adoption or foster care and to care for newly placed child within one year of placement;
 - iii. to care for the applicant's spouse, child, or parent who has a serious health condition;
 - iv. any qualifying exigency arising out of the fact that the applicant's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
 - b. Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered servicemember with serious injury or illness if the eligible applicant is the servicemember's spouse, son, daughter, parent or next of kin (military caregiver leave).
15. 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.
16. IBEW Local 551 has adopted the following factors that will be used to determine residency within the geographical area constituting the normal construction labor market of our jurisdiction. Residency is defined as the location of your main home. It's where you go when you come back from vacation or from a temporary job. It's where you hold a valid driver's license, where your mail is sent, where your immediate family lives, where you enroll your

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children in school and where you register to vote. The preponderance of connections to a place determines your residency. Residency is supported by your physical presence of person and goods within 90 miles of any of the counties lines that make up our jurisdiction and presentation of two or more of these documents dated three months prior to the request for Group 1 validation:

- a. State ID or information card for ID;
- b. Utility bill (gas/electric, phone, cable);
- c. Bank statement;
- d. IRS tax transcript;
- e. Lease or rental agreement;
- f. Voter's registration card.

When residency is questioned, the burden of proof of domicile is upon the applicant for Group 1 status who must provide additional documentation that substantiates his/her claim.

Examples of such documentation are given below:

1. Valid mortgage statement or lease agreement showing ownership or rental of local living quarters (notarized letters are not acceptable neither are mortgages representing investment properties).
 2. Possession of a valid California driver's license with a local address specified (proof of address change may be required).
 3. Motor vehicle registration showing the local state or county address.
 4. Registration to vote in the state of California and counties that constitute the normal construction labor market.
 5. Proof of payment of California State or local piggyback income taxes.
17. 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.
18. 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.
19. 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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20. 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.
21. Applicants shall sign the Available-for-Work list in the appropriate group 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).
22. An applicant who has registered on the Available-for-Work list must re-sign their application monthly beginning on the 10th and ending on the 16th 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 10th and ending on the 16th of each month); by fax (beginning on the 10th and ending on the 16th of each month); or electronically via the Local 551 website (beginning on the 10th and ending on the 16th 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.
23. 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.
24. 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.