Description of Rules

1. The Union shall maintain an “Out of work list” which lists the applicants who are unemployed and available for work. The list will be in chronological order of the dates they register their availability for employment.

2. Applicants who wish to register for the “Available for work” list, must do so in person at 2525 Cleveland Avenue, Suite B, Santa Rosa between the hours of 8:00am – 12:00pm and 1:00pm – 4:30pm Exceptions will be made only for members living in Humboldt and Del Norte counties – they may register either by fax or email after downloading the Referral form from Local 551’s website.

3. 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 and to verify that they have met the re-sign deadline.

4. 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.

5. Applicants who are willing to accept employment on posted job(s) must notify the Dispatcher by telephone (707) 527-6386 between 7:00am and 8:00am 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 8:00am in the order of their place on the Available-for-Work list provided they have called in to accept the job call. In the event that job calls are not filled, they will remain open and will be filled on a first come first served basis. Dispatch will remain open daily 8:00am-12:00pm & 1:00pm-4:00pm Monday thru Friday excluding holidays.

6. 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.

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.

8. 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.

9. 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.
10. Being unavailable for referral when work has been offered to the applicant shall be considered a
turndown if the call has been posted strikeable. 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.

11. Applicants who choose to take a Drug-Free call must participate in the IBEW Local 551/Redwood Empire
NECA Drug Free Workforce Program.

12. Turndown of three (3) job calls that are strikeable, 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.

13. 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 two (2).

14. Any applicant for employment who is referred to a job or jobs within the jurisdiction of IBEW Local 551, 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. This paragraph shall not apply to any
applicant quitting a job or who is terminated by the employer for cause.

15. 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).

16. 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.

17. 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. Forms can be filled out and submitted online through the local 551 website and must
be submitted at least the day prior to the start of the vacation/personal time off request and are limited
to ten (10) working days per calendar year.

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. 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. Verifiable documentation of proof of work experience;
   b. If using an IBEW Travel Letter for this purpose it must
      show either a graduation date from an IBEW
      apprenticeship program, OR date that a Journeyman
      IBEW test was administered and passed.
   c. Termination form (if that person has been working in the Jurisdiction of IBEW Local 551).