



IBEW LOCAL 220

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

2804 SE LOOP 820 • FORT WORTH, TEXAS 76140 • TEL: 817.551.1885 • FAX: 817.551.3736

REFERRAL PROCEDURES, RULES & RE-SIGN POLICY

EFFECTIVE (March 1, 2017)

INITIAL REGISTRATION

1. All applicants seeking employment will be allowed to register in person at the Local Union 220 business office during normal business hours Monday through Friday, excluding Local Union observed Holidays.
2. All applicants must fill out any required forms before signing the Available-for-Work-List.
3. No individual shall be permitted to register if employed under the terms of an IBEW Agreement within the outside jurisdiction of Local Union 220.
4. All applicants shall be required to furnish verified or documented proof of work experience for meeting requirements set forth in the Group I, II, III, and IV, for which he/she qualifies.
5. Applicants will make initial registration in person in a bound register book giving, date of registration, name, local union number, Social Security number and phone number where they can be reached for job referral. **Only (1) one phone number will be accepted for contacting applicants for employment opportunities.** No one will be registered initially on the Available-for-Work List by telephone, fax, mail, or e-mail.

RE-SIGN POLICY

1. All registrants shall re-register **every 30 calendar days** using one of the following procedures:

IN PERSON: Registrants must personally re-sign the Available-for-Work List of Local Union 220 by the close of business on the re-sign date.

BY PHONE: Registrants may call and re-sign the appropriate book personally Monday-Friday from 1pm - 4pm on re-sign day. IBEW card number must be provided at the time of call.

BY FAX: Fax must contain name (printed and signed), IBEW card number, and be received by Local Union 220 on or before the close of business, on the re-sign day.

BY E-MAIL: Email must contain name, IBEW card number and be received by Local Union 220, on or before the close of business before the re-sign date.

By MAIL: Letter must contain name (printed & signed), IBEW card number and received in the local office no later than the resign date. (It is recommended that the letter be sent certified return receipt.) Resign will be updated on the post mark date shown on the envelope. Early re-sign will be accepted up to (5) five days before your re-sign date, but under **no circumstances** will late re-signs be accepted. Re-signs received post-marked after 30-day period has expired **will not** be accepted!

2. Failure to re-sign within 30 calendar days shall cause the registrants name to be removed from the Available-for-Work list and the individual must re-register in person.
3. The individual applicants are solely responsible for resigning by their appropriate date.

DISPATCH

1. Dispatching will take place at 8:00 a.m. or soon thereafter as reasonably possible on the day of referral. Applicants on the active Available-for Work list must supply a telephone number where they can be contacted during dispatching hours. **Only one telephone number will be accepted.** Callbacks placed to voicemail will have (10) ten minutes to respond and then will be offered to the next applicants.
2. Applicants must be registered on the appropriate book by 5:00 P.M. to be eligible for referral the following morning.
3. Individuals accepting a referral and fails to report timely or not at all shall be considered as having accepted the job and will be rolled completely off the registration books and must re-register in person.

SHORT CALLS

A "Short Call" will be defined as work of (14) fourteen consecutive days or less including the day of referral.

1. An applicant accepting a "Short Call" must notify Local Union 220 when their "Short Call" is completed.
2. If an applicant accepts a "Short Call" and complies with the terms and conditions as set.
3. Any applicant remaining past (14) fourteen consecutive calendar days or failing to notify Local Union 220 when their "Short Call" is completed will have their name removed from the registration list and will be required to re-register in person. However, "Short Calls" may be extended by mutual agreement between the Business Manager and Employer.

JOB TURNDOWNS

1. Applicants will be allowed (2) two job turndowns without penalty, but will be rolled completely off the registration books for a third job turn down, and must then re-register in person. An applicant, who is not available for referral when work would have been offered to the applicant, shall be considered as having turned down the job. Short Calls will **not** count as a turn down. It will **not** be the responsibility of the Local Union to notify applicants of the number of turn downs.
2. Individuals who accept a referral, and are rejected by the Employer at the time of hiring, shall not be considered as having turned down the job.
3. An applicant who is hired and through no fault of their own, works only (14) fourteen consecutive calendar days or less, shall upon re-registration be restored to their appropriate place within their group. It is the responsibility of the applicant to notify Local Union 220 and provide a termination slip upon termination.

DISCHARGE FOR CAUSE

Any individual who receives (2) justifiable discharges for cause within a twelve-month period will be suspended from future referral privileges until they appear before the Appeals committee for a determination as to their continued eligibility for referral. (As per Collective Bargaining Agreement Category I Language and Code of Excellence Agreement).

STATEMENT

It shall be the responsibility of the Local Union 220 Business Manager to fill calls in a timely manner. Exceptions to the referral procedures and rules may be made in case of emergency.

The referral rules are subject to change at any time by the Business Manager to advance, protect, or organize the jurisdiction.

**IBEW LOCAL UNION 220 OFFICE
RE-SIGN: (817) 551-1747 FAX: (817) 551-3736
RESIGN EMAIL: resign@ibewlu220.com**

Any complaints regarding the Administration of the referral procedure should be submitted in writing by certified mail to the Appeals Committee, c/o IBEW, Local Union 220, 1804 SE Loop 820, Fort Worth, TX 76140

Notice

Local Union 220 assumes no responsibility for electronic malfunctions or delay of fax or email. It is solely the applicant's responsibility to verify that their sign-in has been received by Local Union 220.