

# International Brotherhood of Electrical Workers Local Union 20

## Journeyman Referral Procedures and Rules (Revisions effective April 1, 2010)

*Purpose: To provide an orderly method of referring members and non-members to work*

1. All applicants will be required to present a current dues receipt or meet the requirements of Article 5 Section 5.05 of the Inside Agreement and a termination slip from the last referral taken from Local 20, or a Travel Letter prior to signing a registration card to be placed on the "OUT OF WORK" list.  
All applicants must personally fill out a registration card in order to be placed on the "OUT OF WORK" list. The registration card will be time stamped after it is completed. Registration cards can be filled out any time during regular business hours (8am – 4:30 pm) except during "ROLL CALL". Once the referral agent has picked up the day sheet "ROLL CALL" has begun. No one will be allowed to fill out a registration card until after "ROLL CALL" is finished.
2. Any individual that is employed in the electrical industry within the geographical jurisdiction of Local Union 20 is considered working and is unavailable for employment through the Referral Procedure. Members "Salting" for Local Union 20 are exempted.
4. There shall be a Monthly Re-sign. Each applicant whose name is on the "OUT OF WORK" list must re-register by the first Tuesday of each month by mail, fax (817-385-4412), e-mail ([re-sign@ibew20.org](mailto:re-sign@ibew20.org)) or in person. Signing the day sheet SHALL NOT be considered re-sign. This policy is in accordance with the Collective Bargaining Agreement Section 5.12 and applies to all Groups and Books.
5. Any individual who receives a discharge for cause will be suspended from future referral privileges until he/she appears before the Appeals Committee for a determination as to his/her continued eligibility for referral.
6. At the conclusion of all short calls a termination slip must be brought to the hall in person in order for the individual to maintain his/her relative position on the out of work list. (Do not rely on the contractor to give the local union a copy of the termination slip. It is the member's responsibility.)
7. **\*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, 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.**

## Day Sheet

1. A "Day Sheet" will be put out at the LU office each morning when jobs are available.
2. The "Day Sheet" will be made available at 8:00 am each working day that calls are available. This excludes weekends, holidays, and/or days celebrated as holidays.
  - a. Applicants must circle their name and initial the "Day Sheet" between 8:00 am and 8:30 am to be eligible for roll call that morning.
  - b. The referral agent will pick up the "Day Sheet" at 8:30 am and begin roll call that morning.
  - c. No applicant will be allowed to sign the "Day Sheet" after 8:30 am.
3. A tablet will be put out as the "Day Sheet" is picked up for anyone arriving late to sign the "Day Sheet". Applicants should sign the tablet in the order they arrive. After roll call, late arrivals will be referred in the order they signed the tablet. To be referred off the late arrival tablet your name must already be on the "Out of Work" list.

## Referrals

1. Once the "Day Sheet" is picked up the referral agent will begin roll call.
2. Available jobs will be offered to the first (1<sup>st</sup>) person signed in on the "Day Sheet", beginning at number one (1) and progressing through the list. Book I will be referred first (1<sup>st</sup>) then Book II, Book III, and finally Book IV. Late arrivals will be offered any remaining jobs, as outlined above, after the "Day Sheet" has been exhausted.
  - a. Short calls will be referred first.
  - b. Long calls will be offered immediately after short calls.
3. The top 25 Registrants will be allowed two turndowns without penalty and be rolled to the bottom of the book for a third turndown. Being unavailable for referral when work would have been offered to the registrant shall be considered a turndown.
4. If an applicant is under the continued care of a physician and is not "released" for work, the applicant must have his/her physician fax or mail, from the doctor's office, a letter with the doctor's signature and contact information stating the medical reason he/she cannot work. It will be the applicant's responsibility to have the physician resend or refax the letter each month before resign in order to maintain a "medical" exemption from receiving a turndown.
5. Registrants will be allowed to designate what zone they want to be in. This will only affect their turndowns. The West Zone will not be given a turndown for jobs in the East Zone, and the East Zone will not be given a turndown for jobs in the West Zone. Once a designation is made, it cannot be changed until the member's name is removed from the "Out of Work" list. (**WEST ZONE: Comanche, Denton, Erath, Hood, Jack, Johnson, Palo Pinto, Parker, Somervell, Tarrant, and Wise. EAST ZONE: Collin, Cooke, Dallas, Delta, Ellis, Fannin, Grayson, Hunt, Kaufman, and Rockwall**)
6. Rejection of an applicant by an employer is not a turndown, unless the applicant requested to be rejected. Any applicant who takes a referral and returns it will be required to re-sign the "Out of Work" list at the bottom.
7. Any applicant who takes a referral and is sent back to the hall after failing a drug test must sign a new registration card and be placed at the bottom of the "out of work" list.
8. Short calls will not exceed fourteen calendar days from the date of referral (unless authorized by the B. A.).
9. All short calls will begin at the next position on the "Out of Work" list after the last referred short call of the previous day.
10. Any applicant on the "Out of Work" list will be allowed to take any left over calls up until 4:00 pm.
11. Any applicant taking a referral requiring "Special Skills" who is discharged for not possessing such skills will be required to sign a new registration card and be placed at the bottom of the "out of work" list.
12. Registrant missing referral due to being hospitalized or death in the immediate family will not result in a turndown as long as you submit documentation within 72 hours.
13. Registrant missing referral due to jury duty or military service will not result in a turndown as long as you submit documentation within 72 hours
14. The Business Manager is responsible for filling all calls in a timely manner as needed by the employers. At the Business Manager's discretion, referrals may be made outside normal hours. He or She may also use whatever means necessary to fill the calls.

**The Nightline to check the calls for the next day 817-695-1111 enter 2**

## **SUPPLEMENTAL Rules and conditions to The Local 20 IBEW Referral Procedure**

### **Under consideration during a 90 day trial period beginning April 1, 2010**

An applicant may utilize the "Day Sheet" by telephone when calls are available by calling the local union business office and leaving a message with your name and telephone number in the specially designated voice mailbox, provided you are registered on the "OUT OF WORK" list and the message is received before 8:00 am on the day jobs are available. The specially designated voice mailbox can be accessed by CALLING THE Local 20 business office and entering "5" at anytime during the automated greeting. If you enter "2" to hear the job calls you must wait for the job call recording to end and the automated greeting to start again to enter "5". Messages left on voice mailbox "5" when jobs are not available will be deleted. When leaving a message SPEAK CLEARLY AND ONLY LEAVE YOUR NAME AND THE TELEPHONE NUMBER WHERE YOU CAN BE REACHED. Unnecessarily long messages will be deleted without being recognized. *This courtesy is offered as a convenience for IBEW members seeking work. Local 20 is not liable for mechanical failure, telephone failure, administrative error or messages left in any language other than English or otherwise unintelligible.*

Applicants who have utilized the "Day Sheet" by telephone will be called if and when available jobs reach their position on the "OUT OF WORK" list. The referral agent will only call 1 time and 1 telephone number for each applicant to whom a referral may be available each day jobs are available. The referral agent must speak to the applicant personally to offer a referral. If the referral agent receives a busy signal, five rings without answer or a recorded message it shall be considered a turndown by the applicant. An applicant must be able to arrive at the referral office within a reasonable time at the discretion of the dispatcher to be considered for referral. 11:00 am shall be considered reasonable except in extremely rare circumstances.

**The Nightline to check the calls for the next day 817-695-1111 or 1-877-IBEW-YES, ext 2.**

Job calls can also be seen on the website [www.ibew20.org](http://www.ibew20.org)

*Job calls left on the nightline or listed on the Local 20 website are offered as a convenience for those seeking work. Local 20 is not liable for mechanical failure, telephone failure, administrative error or calls that are subsequently cancelled by the requesting employer.*

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 20, 1205 Corporate Drive East, Arlington, TX 76006