

IBEW LOCAL 197
REFERRAL RULES
Updated 7/1/2009

One Refusal Procedure (ding)

Our Local recognizes a Regular Call to be more than two calendar weeks and a Short Call to be two calendar weeks or less regardless of the hours worked.

All Books require applicant to resign in person or fax on 30 day anniversary date to maintain book placement.

FAILURE TO SHOW UP FOR AN ACCEPTED CALL WHETHER REGULAR OR SHORT WILL TAKE YOU OFF THE OUT-OF-WORK BOOK.

1. **REGULAR CALLS** – An applicant may refuse a “Regular” request for employment one time without affecting his/her position on the out of work list. On the next “Regular” request, the applicant must accept the call or be removed from the Book. The applicant would then have to sign “in person” to be placed back on the Book at the bottom of the list.

2. If a regular call lasts less than 14 calendar days, through “no fault of the applicant” such as lack of material, project cancelation, project completes early, etc., the applicant would be placed back on the Book in front of the same person/persons that they would have been ahead of if the call had not come in. Applicant keeps exactly the same status. (Same amount of refusals used, same position on short call list, etc.)

3. If an applicant accepts a regular call in another Local, it is the applicant’s responsibility to notify our Local so that they can be taken off the out-of-work book.

4. **SHORT CALLS** – A short call (14 calendar days or less) does not affect your position on the book. Applicant may accept or refuse a short call without affecting their book placement. The Local must be notified when any applicant takes a short call in another Local. If you are called for a referral, and our Local finds out that the applicant is working without prior notification to our Local, then the applicant will be removed from the out-of-work book even though it was a short call.

If you have notified the Local that you are on a short call, the applicant will be allowed to remain on the book if their name comes up or if their resign date comes up. Applicant must notify our Local when the short call is finished. Applicant will keep the original resign date on a short call.

(see page 2)

5. **RESPONDING TO A REQUEST** – If, after a reasonable time has elapsed, (dependent on the requirements of the request) the called applicant fails to contact the hall about the request, and the Business Manager or agent of the Local must continue down the out-of-work list to fill the call, and the request is filled by an applicant lower on the list, then the applicant who did not respond to the request would be charged with a Refusal. Only one refusal per request will be counted, preventing a loss of position for the same request. (exception Item #8)

6. **A FAILURE TO RESPOND** to a call for a request within 24 hours, will result in removal from the Book and require a signing “in person” to be placed back on the Book on the bottom of the list.

7. All requests will be processed in the order in which they were received by the Local. (first in, first filled)

8. Requests will be filled with Group I first to be called, then in descending order through Group IV. After Group IV has been offered the request, and if the request still has not been filled, the request will then revert to Group I again and refusal of the request may result in being removed from the Book. An original sign “in person” would then be required to be placed back on the Book at the bottom of the list.

9. **MEDICAL** - If applicant has a medical problem, he/she will be permitted to stay on the book. However, applicant may be asked for a doctor’s release.

10. **VACATION - Applicants must notify the Local in writing not less than 1 week prior to vacation of dates unavailable to work.** If the applicant fails to notify the Local that they are unavailable for work due to vacation, he/she would be subject to all the rules of the referral procedure as if they were available for work.

THE BUSINESS MANAGER WILL HAVE DISCRETION IN DEALING WITH EXTRAORDINARY SITUATIONS WITH THE BEST INTERESTS OF THE MEMBERSHIP IN MIND.