

## IBEW Local 1249 Referral Operating Procedures

Registrants who are on the "books" at the time of implementation will keep their position on the appropriate list as long as they continue to keep current with the new procedures.

### Section 1 – Registration/Re-Registration (re-sign)

- IBEW Local Union 1249 referral office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays).

1. Applicants for employment within the IBEW, Local 1249 referral system may register by US Mail, fax, email or in person. Applicants who wish to register via mail, fax must complete and submit the 1249 Registration/ Re-sign Form supplied at Local 1249 referral office or on the IBEW Local 1249 website at [www.ibew1249.org](http://www.ibew1249.org). Applicants registering via email must follow the instructions included on the Registration/ Re-sign Form. Registration onto the out of work list will only be accepted during the referral office hours.
2. Applicants shall be assigned to the highest priority group for which they qualify within the appropriate classification(s) and placed on the appropriate list(s) in chronological order determined by the date and time of original registration.
3. Applicants who wish to be considered for "specialty" calls (i.e. hotstick/barehand, digger derrick license etc.) MUST register their specialties with the referral agent. Anyone not registered shall not be considered for such calls. Proof of qualification for a specialty will be required.
4. Registration on the out-of-work list(s) shall only be valid for one (1) month. In order to maintain their position on the referral list(s), applicants must re-register (re-sign) and confirm their availability for employment from the 10th through the 16th of each month (regardless of registration date). Re-registration (re-sign) may be accomplished in person at the Local 1249 Referral Office between 8:00 a.m. and 4:30 p.m. on normal business days, by US Mail, fax or e-mail (as described in item 5). **Failure to re-register from the 10th through the 16th of each month shall cause removal from the "List(s)" at the start of the next business day. If removed, an applicant's original list position shall be forfeited and a new, original, registration will be required to once again be considered an applicant for employment.**
5. Applicants for employment who wish to re-sign via mail or fax must complete and submit the Registration/ Re-sign Form supplied by the Local 1249 referral office or on the IBEW Local 1249 website at [www.ibew1249.org](http://www.ibew1249.org). Applicants for employment may also re-sign via e-mail by going to the IBEW Local 1249 website. Applicants re-signing via e-mail must follow the instructions included on the Registration/ Re-sign Form. The re-sign form may be accessed through the Referral tab on the homepage. In order to be considered a valid re-sign, one of these forms must be RECEIVED by the Local 1249 Referral Office from the 10th through the 16th of each month.
6. Applicants' names will be removed from the referral list when they accept a job assignment through this referral system.
7. An applicant for employment who is referred to a job assignment and: 1) receives employment of one hundred sixty (160) hours or less through no fault of his/her own; or 2) is refused by the employer in writing, shall be restored to the position on the "List" which he/she held prior to the job assignment PROVIDED, upon re-registration in person, he/she presents the appropriate documentation.
8. Anyone accepting a referral for work by the means explained in Section 2 of this procedure who: 1) quits or does not report for the job assignment; 2) is terminated for just cause; or 3) works more than one hundred sixty (160) hours, must register as a new applicant upon termination of employment in order to again be considered an applicant for employment.
9. Applicants who become employed: 1) outside of the geographical jurisdiction of Local 1249; 2) within the geographical jurisdiction of Local 1249 by other than a signatory employer; or 3) by a signatory employer within the geographical jurisdiction of Local 1249 in other than a Bargaining Unit position, MUST notify the Local 1249 referral office.

## Section 2 – Referral “call-outs” and Dispatch

**Normal dispatch hours shall be between the hours of 9:00 a.m. and 12:00 p.m. on regular business days.** Applicants for employment shall be responsible to make themselves available for job assignments during these hours.

It is the Business Manager’s responsibility to fill employer man-power requests in a timely fashion. Therefore, in an emergency, calls may be filled outside of normal dispatch hours by whatever means necessary to meet this obligation. *When calls are made outside of normal dispatch hours, a refusal will not be assessed for a non-response.*

Duly registered applicants for employment may apply for job assignments using the following procedure:

1. A list of available job assignments may be obtained by calling the referral office voicemail system at (315) 656-7253 xt.5
2. Applicants who are interested in accepting one or more of the listed employment opportunities MUST get registered on the daily check-in list(s) by calling the referral office voicemail system at (315) 656-7253 xt.5.
3. Registration on the daily check-in list(s) requires the following information: 1) applicants name and card number; 2) what job or jobs the applicant would be willing to accept in order of preference; and 3) a phone number where the applicant can be reached or a message may be left between the hours of 9:00 a.m. and 12:00 p.m.
4. The referral agent will begin contacting applicants registered on the daily check-in list(s) for job referral assignments after 9:00 a.m. in chronological order of the original registration by priority group. Calls will be made only to the phone number registered on the daily check-in list(s) or registration referral form.
5. If there is no response from applicant at the registered number and a voice message may be left, the referral agent will indicate to what job the applicant has been assigned (based on his/her position on the “list”) and when and where he/ she is to report. This message shall be considered a job assignment and the registrant is responsible to man the job at the designated date and time.
6. Job assignment calls may be recorded on a random basis as part of Local 1249’s record keeping system.
7. Due to the Business Manager’s responsibility to fill employer man-power calls in a timely fashion, emergency calls and open calls not filled by the phone-in/web referral procedure which cannot wait another day due to employer needs (as determined by the Business Manager through the referral agent) will be filled using the “traditional” method of “calling” applicants from the referral list in chronological order by priority group. Due to the very nature of emergency calls, applicants from the referral list who cannot be contacted within a reasonable period of time (as determined by the Business Manager through the referral agent) will be skipped over and the referral agent will proceed to the next person on the list in an attempt to fill the job(s).
8. Local 1249 will attempt to convey any and all information available regarding the duration of available job assignments. However, applicants need to be aware that this information is not intended to be a guarantee of employment duration. The Local Union has no control of this issue nor may it be held responsible for employment which is longer or shorter than advertised on the referral system.

**\*\*PLEASE NOTE THAT AT THIS TIME SECTION 3 IS NOT BEING IMPLEMENTED BY THE UNION BUT MAY BE IMPLEMENTED AT THE UNIONS DISCRETION.\*\***

**Section 3 – “Refusals” (The Strike System)**

1. Refusing an emergency storm call out or a short call (less than 160 paid hours) will NOT count as a refusal (strike).
2. Any registrant receiving a third turndown (refusal/strike system) will be rolled to the bottom of the applicable “List(s)”. If rolled, the applicant’s original list position shall be forfeited and a new, original, registration will be automatically generated for the applicant.
3. Registrants will be assessed a refusal when:
  - a. A job assignment is offered by the Business Manager, referral agent or designee and refused;
  - b. They do not respond during normal dispatch hours after accepting a job call and a voicemail cannot be left.If an available job(s) cannot be filled by applicants from the highest priority group, applicants on Book II will be called.

**EXAMPLE-** There are 100 persons on the available for work list and there are calls for 4 JLs. Number 37 on the list mans the last job. Every person from #1 to #36 that did not take a job or call in gets a strike (turndown).

**Section 4 – Exceptions to a Refusal**

1. Any applicant serving in the military.
2. Any applicant on the Sick List.
4. Salting with a signed Salt Agreement.
5. Vacation (per calendar year ~ January 1st – December 31st) with confirmation of approval in writing. Applicant will be allowed two (2) weeks of vacation per year. Vacation can be taken in one (1) week increments. The registered applicant will notify the business manager or referral agent in writing of scheduled vacation. This will exempt the applicant from “strikes” while on a scheduled vacation.

**Section 5- Notes**

1. A registrant will only be assessed one (1) refusal per day regardless of the number of manpower requests.
2. A registrant will only be assessed one (1) refusal per manpower request for a specific job.

**Example-** A contractor needs 2 JL’s for a job on Monday. Only 1 JL mans the job and the manpower request stays open till it is filled. The members on the out of work list that did not man that call will only be assessed 1 refusal for that call. Members will not continue to receive strikes for that open call.

3. All registrants on the out of work list will have a 48 hour grace period to become current on their dues before forfeiting their original position. Members that are employed will also have a 48 hour grace period to become current with their dues.
4. Applicants on the out of work list will be able to view available jobs using the referral tab on the local’s website. They will not be able to accept or bid on jobs with this tab until a later date. Applicants wishing to accept a job assignment will need to do so using the referral office’s voicemail.