

IBEW Local 46 Referral Procedures

Referral Office Phone: 253-395-6530 FAX: 253-395-6539 Job Line: 253-395-6516 www.ibew46.org

Referral Procedure Rules are intended to supplement the Referral language in each Unit's CBA.

REFERRAL OFFICE HOURS are from 8:00 a.m. to 5:00 p.m. at the Kent Office, 8:00 a.m. to 10:00 a.m. at the Bremerton Office, Monday through Friday, except holidays. Referral of Registrants shall have higher priority than Registration, Re-sign, Termination, Turnarounds, and Changes in Status.

CERTIFICATIONS AND LICENSES required by Washington State for the work being performed, will be required for Referral of Wireman Book 1 and 2, Tradeshow Book 1, and Technician Book 1, 2, and 3.

MORNING REFERRAL starts at 8:30 a.m. for Inside Wireman, 9:00 a.m. for Tradeshow and Seattle School District, 9:30 a.m. for Sound and Communication, Marine, Stockman, Light Fixture Maintenance, and Residential. Referral slips must be picked up by 3:00 p.m. on the day of dispatch.

MANPOWER REQUESTS must be received by 3:00 p.m. for next morning referral. Manpower requests will be available for review on the Internet and Job Line after 5:30 p.m.

UNFILLED MANPOWER REQUESTS shall be turned over to the Business Manager, or designee, to use whatever means available to fill Requests and place Registrants before 3:00 p.m.

EMERGENCY REFERRALS may be made outside normal hours using whatever means available to fill Requests and place Registrants.

REGISTRATION must be in person. Registrants may only sign the highest priority book/list for one classification, except wireman/tradeshow combination. Registration requests shall not be processed each day before the completion of Inside Wireman Book/List One (1) Referral. Marine Registrants who reside outside of King and Kitsap Counties may register by fax or email.

RE-REGISTRATION for Short Call terminations, Under Scale terminations, 90 Day Rule, or Turnarounds, are required to be processed in person by the end of the next normal working day to avoid being rolled completely off all Books. Requests may be processed every day before the Referral process starts, and after the completion of Inside Wireman Book/List One (1) Referral.

RE-SIGN shall be required every 30 days or less from Registration date or the last Re-sign. Re-sign may be accomplished in person, by fax, by Internet, or by mail. (Must be postmarked 5 days before the Re-sign deadline).

JEFFERSON AND CLALLAM COUNTY RESIDENTS may register and re-register by fax, or email. When referred to an address in Jefferson or Clallam County they may report directly to that address, and the referral slip will be faxed to the employer. If they are required to report to an address in Kitsap or King County, they are required to pick up their Referral Slip at the Dispatch Office by 3:00 p.m. on the day of dispatch.

IN PERSON OR INTERNET BIDDING is the only way to participate in referral. Internet bidding shall be available from 5:30 p.m. to 7:00 a.m. Registrants are required to pick up their Referral Slip at the Dispatch Office by 3:00 p.m. on the day of dispatch, or they will be rolled off the books. Marine referrals outside of King and Kitsap Counties may be faxed. When the Registrant rejects the Referral after bidding, it shall be considered a quit. The second time in any 12-month period a Registrant rejects the Referral after bidding, they shall lose Internet privileges for one year. "In Person" dispatch will be required during times of computer and/or electronic failure.

SHORT CALLS are jobs ten (10) business days or less duration, not including the day of referral, or holidays listed in the Collective Bargaining Agreement. Registrants will be limited to having their registration restored to "unemployed status" twice for short calls. Short calls of three (3) normal working days or less shall not be limited. When a Manpower request is referred as a "Long Call", and the registrant is laid off within the Short Call period they shall have their registration restored. When a Short Call ends on a Friday, the Registrant may work the weekend and report to the Dispatch office on Monday.

CHECK MARKS. Registrants will be allowed two check marks without penalty and be rolled completely off the book for a third check mark. They must re-register in person after being rolled off. Seattle, Bremerton, and Port Angeles are separate area Referral points and books. Manpower Requests for one book shall not generate check marks for the other area books. Manpower Requests that fall to a lower priority list within any book will give the Registrants in the higher priority list a check mark. Unfilled Manpower Requests will give all registrants on that book a check mark. There will not be more than one (1) check mark per book, per day.

NO CHECK MARKS shall be given for specialty requests, specialty skills, or requirements not recognized in the CBA, MOU jobsites, jobsites with start times before 6:00 a.m., under scale work recovery jobs, and various location requests. Short call Requests shall not generate a check mark. Rejection of the applicant by an employer is not a check mark.

QUIT OR DISCHARGE shall cause registrants to be rolled completely off all Books. When a registrant leaves one employer by quit or discharge, they may not fill a "Foreman-by-Name" request to any other employer for two weeks.

FOREMAN BY NAME requests shall not be filled by Registrants who communicate with employers to generate the request.

EXEMPT STATUS from check marks and re-sign may be temporarily granted for Registrants who are unavailable for Referral because of military service, union business, salting, medically unfit, jury duty, working under scale, traveling out of jurisdiction during times of widespread unemployment, and approved workforce training.

James W. Tosh, Business Manager / Financial Secretary

March 08, 2016
Date Posted

April 07, 2016
Effective Date

Online Access for Re-Sign and Job Bidding

Book	Re-Sign	Bidding	Book	Re-Sign	Bidding
Wire [1]	Yes	Yes	Tradeshows [1]	Yes	Yes
Wire [2]	Yes	Yes	Tradeshows [2]	Yes	Yes
Marine [1]	Yes	Yes	Stockman [1]	Yes	Yes
Marine [2]	Yes	Yes	Stockman [2]	Yes	
Marine [3]	Yes	Yes			
Tech [1]	Yes	Yes	Lt Fixture [1]	Yes	Yes
Tech [2]	Yes	Yes	Lt Fixture [2]	Yes	
Tech [3]	Yes		Residential [1]	Yes	Yes
Installer [1]	Yes	Yes	Residential [2]	Yes	Yes
Installer [2]	Yes				