

LOCAL UNION NO. 112, I. B. E. W.
Referral Procedure Rules - January, 2016

1. Applicants wishing to sign the out-of-work book must be unemployed and available for work. Applicants who qualify for book I, II, III, or IV, status, must sign their names in person and select their zone(s) preference on the out-of-work list. In order to make a change to your zone selection, you must re-sign at the bottom of the out-of-work list.

2. Sign-in must be completed during business hours, Monday thru Friday from 8:00 a.m. to 5:00 p.m. at the Local Union office located at 2637 W. Albany Ave., Kennewick, Washington. The union hall is closed between noon and 1:00 pm.

3. Signing of the Confirmation Book will be monthly in person at the Local Union Office located at 2637 W. Albany Ave. Kennewick, WA, at the monthly unit meetings, by mail or fax. If by mail or fax, cards or forms will be furnished by the Local Union Office at the individual's request. All required information must be completed – signature is required. Cards must be postmarked by the 20th day of the month and faxes must be received no later than 5:00 p.m. on the last business day of each month. Applicants failing to confirm shall have their name removed from the out-of-work book and shall be required to re-sign in person. Confirmation must be done during the calendar month for which you are confirming.

4. All union members signing the out-of-work list shall have each of the following: a) evidence of qualification, b) picture identification and c) a letter of introduction, or equivalent. Non-members must show a) evidence of qualification and b) picture identification to sign the out-of-work list.

5. The Dispatcher shall list all the jobs to be filled that day on the bulletin board. The dispatch time will be no earlier than 8:30 a.m., Monday through Friday. However, if all the job orders are not filled, dispatching will continue throughout the day until filled. An applicant can bid outside their selected zone(s) for consideration on any unfilled calls. If any job referral goes beyond an applicant's bid number in their selected zone(s), and is in the top 25 available for work, then the applicant will receive one strike per day. If the applicant receives 3 strikes within a calendar month, the applicant will be rolled to the bottom of the out-of-work book and issued a new bid number. It's the applicant's responsibility to know their status and bid #. The applicant will have ten calendar days to change their zone if they choose to do so.

6. There shall be no dispatching by telephone except for emergency job orders. Emergency dispatches will be the determination of the Business Manager, and only after the incident is investigated and found justified.

All Book I, II, III & IV applicants may indicate their desire to bid on a given job by leaving their name, bid number, and job preference on the recorder in the Local Union Office between the hours of 5:00 p.m. and 8:00 a.m. by calling 1-509-735-0512 or be in the Local Union Office in Kennewick, WA and sign the day sheet prior to 8:30 a.m. for dispatching. If an applicant is willing to accept a call for employment outside their selected zone(s), they can indicate this choice at the time they leave a phone message or in the hall at dispatch. This option will be considered only after the call for manpower has gone through their respective book and remains unfilled. Any strike incurred prior to bidding outside of selected zones will remain.

7. Any applicants who place a bid for work by leaving their name on the recorder shall be responsible to check the status of their bid on the website at 10:00 a.m. or in person after dispatch. **Applicants who receive a job through the bidding process, must contact the union hall before 12:00 noon on the day of dispatch to confirm acceptance of the referral. Failure to do so will result in the loss of the referral and being removed from the out-of-work list and must re-sign said list in person. The call will be given to the next bidder.**

8. All referrals will be by the proper list starting with Book I, then Book II, III, IV. Book I applicants who bid on the recorder or on the day sheet with the lowest registration number will be offered the job first, as per zone preference, then all other applicants present in the union hall or on the recorder, as per their numerical order. If calls remain unfilled, the same procedure will be used for Books II, then III and then Book IV.

9. When anyone accepts a referral and fails to show-up and man the job on the designated report date and time, their name shall be removed from the out-of-work book and he/she must resign the book in person.

10. Anyone dispatched from Local Union #112 and working twenty-one (21) calendar days or less through no fault of their own, or 35 calendar days in Zone 6 (Hanford), as per local union policy, shall retain their place on the out-of-work book. If a member quits, or is terminated for cause, he/she must sign the bottom of the appropriate out-of-work book. Reverse layoff does not apply on calls of 40 hours or less.

11. Any calls from employers making requests for employees shall be dispatched the following day, and shall be placed on the Local Union #112 recorder between the hours of 5:00 p.m. and 8:00 a.m., except as stated in section 6. The phone number is 1-509-735-0512. When the recorder is unavailable, it shall be each individual's responsibility to be in the Union Hall for dispatch. Calls for manpower are also posted on the Local Union's website at ibewlu112.com

12. Anyone intentionally disrupting or abusing the referral process will be removed from the books.
It is the responsibility of all applicants to fully understand these rules.

**IF DONE BY POST CARD OR FAX, IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO VERIFY WITH
LOCAL 112 RECEIPT OF THEIR MONTHLY CONFIRMATION
SIGNATURE IS REQUIRED ON ALL FORMS OF CONFIRMATION
THE LOCAL UNION OFFICE IS CLOSED FOR THE HOLIDAYS BETWEEN CHRISTMAS & NEW YEARS.
December's confirmation must be done no later than the close of business on the last business day before December 25th**

REFERRAL PROCEDURE CLARIFICATIONS

January, 2016

1. Medical Leave – Must submit documentation from medical professional.
2. Vacation - Up to four weeks per year in minimum of one week increments. May bid on job during vacation time as long as report date is after vacation period. However, you are not required to bid on job during vacation time when report date is after vacation period and you will not receive a strike if you are in the top 25.
3. If you are in the top 25, in order to avoid a strike, you must bid on all calls in your zones. Any call going beyond you in a zone you didn't bid on, even though you did bid on a call in a zone and didn't get it, you will receive a strike.
4. Short calls – Accepting a call to the same employer within 15 days of returning to the out-of-work list from that same contractor, will result in being removed from the out-of-work list, as that call will be considered a long call, unless the call remains unfilled after dispatch.
5. You must confirm your name each month, even though you are working on a short call. Any month in which you don't work 21 calendar days requires confirmation.
6. A rejection by an employer requires a letter be sent to the hall stating if the rejection is for a particular job only or a blanket rejection by that employer. Letters are good for one year and must be resubmitted by that contractor on a yearly basis if rejection is still applicable. Every applicant must notify the hall when signing the book if they are not eligible for hire with a contractor to prevent them from getting strikes.
7. If you come into the hall for dispatching even though you have bid on the recorder, it is good practice to sign the day sheet prior to dispatch. If you have done so, you can make a change to your phone bid if necessary. If you have not signed the day sheet, the dispatcher has to accept the bid on the recorder.
8. If you bid on a job on the recorder, you can also withdraw your bid on the recorder as long as it is during the hours the recorder is available. Otherwise, you will have to be in the hall and signed on the day sheet to withdraw a bid. If bidding on multiple calls, list them in order of preference ie; 1st, 2nd, 3rd, etc.
9. It is the members' responsibility to call from a phone with good connections. Cell phones and portable phones are not always easy to understand and if your message is not audible, you may miss out on a call. Also, hang up when you are finished speaking to decrease wasted time on the recorder.
10. If the job recorder fails, it is your responsibility to be in the hall for dispatch. The job listing is also posted on the Local Union web site, but you cannot bid on-line.
11. If you are leaving a job bid on the recorder, leave your name, bid #, your call preference(s) in the order of 1st, 2nd etc. and which book you are on.
12. Those receiving three strikes in a calendar month are rolled to the bottom of the list. It is your responsibility to keep advised of your new bid #.

It is the applicant's responsibility to fully understand these rules.