

# Referral Procedure

Updated February 22<sup>nd</sup>, 2024

## IBEW Local Union 1105

Address: 5805 Frazeyburg Rd.  
Nashport, Ohio 43830

Phone: 740-454-2303

Fax: 740-454-6727

Email: [resign@ibewlocal1105.org](mailto:resign@ibewlocal1105.org)

### [Application]

The Union shall maintain a register of applicants for employment established on the basis of the Groups listed in the Inside Agreement. Each applicant for employment shall be registered in the highest priority Group for which they qualify. Qualification for employment is to be documented through submission of a letter of introduction from their Home Local or copies of W2's/paystubs documenting experience.

All applicants for referral must fill out an application for referral at the office of Local Union 1105 or by having their Home Local fax or email a Book Sign Request stating that they are in good standing with dues paid up along with all pertinent information required to be loaded into Labor Power Express. First-time signing hours for the Union Hall are 8:30am to 4:00pm Monday through Friday.

### [Referral]

#### **JOB LINE**

Members registered on the Out-Of-Work List and who are seeking employment shall be responsible for calling the job line to hear what jobs (if any) are going to be filled the next workday. The job line may be reached by calling 740-454-2304 and dialing extension #1 between the hours of 5:00pm and 8:00am on weekdays and any time on weekends and holidays. If you are interested in any job(s) listed: dial #1 to leave your name, the job/jobs you

are interested in, to which out-of-work Book you are signed, and a phone number where you can be reached after 8:30am the next workday morning.

*The following business day, an agent will begin calling in chronological order based on those who left their information on the voicemail, starting with the highest priority group (Book I, Book II, etc.) Please be available for a call for the job assignment beginning at 8:30am and continuing until 10:00am, on the next workday, as no messages will be left. The Job Line will indicate if there are no calls available for the next day.*

Applicants shall 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 applicant shall be considered a turndown.** Rejection of the applicant by an employer shall not be considered a turndown. An applicant that is unavailable for referral due to a personal medical emergency, jury duty, or military service shall not result in a turndown as long as the applicant has submitted verifiable documentation prior to the call being placed on the job line.

Any applicant that is hired and who receives, ***through no fault of their own***, forty (40) hours or less shall, upon re-registration, be restored to their appropriate place within the group. In the event that an applicant is hired and works forty (40) hours or less, ***through no fault of their own***, shall upon re-registration have their turndowns reset. **Re-registration must occur no later than the next business day after being laid off to be restored to their appropriate position on the out-of-work list.**

## [Resigns]

Resign shall be required monthly, beginning on the 10<sup>th</sup> and ending on the 16<sup>th</sup> of each month.

Resign may be accomplished by the following means:

- **Mail/Postcard:**  
IBEW Local Union No. 1105  
5805 Frazeyburg Road  
Nashport, Ohio 43830
- **Fax:** 740-454-6727
- **Email:** resign@ibewlocal1105.org

- **In person:** Office of Local Union 1105 Hall

**All resigns must contain the following information:**

- **Applicant's name**
- **Current address and phone number**
- **Home Local number and IBEW card number**
- **If not a union member, a driver's license or government approved identification**

Applicants must re-register **in-person** or via **fax or email from their Home Local** after being removed from the out of work list.

### **ANNUAL IN-PERSON RESIGNS**

All applicants must re-register **in-person** from the 10<sup>th</sup> through the 16<sup>th</sup> of January of each year.

### **DISCHARGE FOR CAUSE**

Applicants who receive two discharges for cause within a twelve-month period shall be suspended from future referral privileges until they appear before the Local Union 1105 Appeals Committee for a determination as to their continued eligibility for referral.

### **EMERGENCY**

The Business Manager is responsible to fill all job calls in a timely manner as needed by the employers. In the case of an emergency, referrals may have to be made outside normal hours using whatever means are available to fill job calls.

# **[Questions and Answers to the IBEW Local Union No. 1105 Referral Procedure]**

1. **Does this procedure comply with mandate by the International Office of the IBEW with respect to the required parameters of the local union referral policy?**

**Answer:** Yes. This policy meets all of the requirements set forth in the letter sent to all local unions from President Hill.

2. **In the past, resigns were by email, fax, postcard, or in-person. Also, there was a call for an annual in-person resign as of January each year, regardless of when a person first signed. Has this changed?**

**Answer:** No. The resign procedure **HAS NOT** changed. Resigns continue to be by email, fax, postcard, or in-person; with an annual in-person resign in January of each year.

3. **If I miss my monthly (10<sup>th</sup> through the 16<sup>th</sup>) or yearly (January) in-person resign, what happens?**

**Answer:** This has not changed. If you fail to resign, you will be dropped off of the Book and would need to resign in person or have a Book Sign Request submitted by your Home Local via fax or email to be registered on the Out-Of-Work list. You will be inserted at the bottom of the appropriate list. (Book I, Book II, etc.) It is a very good idea to keep a printed record of all emails sent for resigns, in the unlikely event that the email is not received by this office.

4. **How does this policy differ from the previous policy as how it relates to an unemployed person registered on the Out-Of-Work list?**

**Answer:** Under the new policy, it is the registered applicant's responsibility to call the job line each day, between the hours of 5:00pm and 8:00am, and any time during the weekends and holidays to hear what, if any, calls will be filled on the following workday. If there is a call that interests the applicant, it is his/her responsibility to leave a message indicating their interest in the call.

5. **An applicant either does not call in or calls in and does not leave a message and the call is filled with someone that is below him/her on the Out-Of-Work list. What happens? Would this be considered a turn down?**

**Answer:** By not calling in or by not leaving a message, it will be determined that you are not interested in the job call. As has always been the case, this would be considered a turn down.

6. **I am a traveler, how would I know if the call is for Book I, Book II, etc.?**

**Answer:** It will be listed on the job line as to whether or not the call may get into subsequent books. Again, regardless of your book number, it is your responsibility to leave a message if you are interested in a call that is listed.

7. **The procedure states that if an applicant is unavailable for referral due to medical emergency or other reasons, they must have verifiable documentation. What would that be?**

**Answer:** Acceptable documentation would include items such as court-ordered jury duty, doctor's excuse, deployment papers, etc.

8. **I am an Apprentice or Construction Wireman. How does this change affect me?**

**Answer:** It does not. The procedure for Apprentices and "CW's" has not changed. Apprentices and Construction Wiremen are not referred in the same manner as Journeymen. They are placed on job assignments.

9. **The procedure states that you will only be calling from 8:30am through 10:00am. Why?**

**Answer:** The idea is so the applicant knows, within a window, when they will be receiving a call without need for wondering when/if a call will be received that day. After 10:00am, the plan is for no referral calls to be made, freeing up the applicant to get on with their day without worry of missing a call. **In the event that there is a higher volume of calls to fill/applicants to call, we reserve the right to extend this time period as needed.**

10. **The procedure states that the Business Manager may need to fill emergency calls by whatever means available. What does this mean?**

**Answer:** This is no different than how the past procedure worked. In the case of an emergency (i.e., fire, explosion, etc.), I will fill calls in a fair and appropriate manner given the circumstances with which we are faced.