

JOURNEYMAN WIREMAN
REFERRAL POLICY OF LOCAL UNION #340, I.B.E.W. (Effective 06-01-09)

All applicants for employment **shall sign the appropriate out-of-work book** for which the applicant is eligible **in person** any weekday between the hours of **8:00 AM – 4:45 PM**.

To remain current on the out-of-work lists, you must re-sign QUARTERLY in person the first Monday of March, June, September and December between the hours of **8:00 AM and Noon.**

Note: Applicants may pre-schedule and pre-sign for one (1) vacation period per calendar year.

As a convenience to those seeking employment, IBEW Local 340 will make every effort to **announce upcoming jobs daily after 6:00 PM** on the job line and on the 340 website.

Job Line: 916-927-4239

Job Line website: www.ibewlocal340.org/jobline/

The dispatch window will open at 8:00 AM Monday through Friday. Dispatch hours will be from 8:30 AM until all jobs are filled for that day. All jobs will be dispatched from the Dispatch Window at 2840 El Centro Rd., Sacramento and/or from Local 340, 900 Locust Street, Redding, CA. **All applicants must be present to accept a dispatch to a job.** No person will be dispatched to a C10 Employer without evidence of electrical certification as required by the State of California.

Any applicant **hired and through no fault of their own** returns to the Book within fourteen (14) calendar days shall retain their place on the Book, provided the **applicant signs back in, in person, within twenty-four (24) hours of layoff**. Calls will be first presented to the applicant in Group I in the order of their place on the out-of-work list, and then referring applicants in the same manner successively from the out-of-work list in Group II, then Group III, and then Group IV.

When the employer states bona fide requirements for special skills and abilities, or the age ratio clause in the agreement (50 years old), the Business Manager shall refer the first applicant on the out-of-work list possessing such skills and abilities or age requirement. (See Article II.39 "Employers Rights" below.)

Article II.39 Employers Rights

The Employer shall have the right to call Foreman by name provided:

- (a) The employee has not quit his previous Employer within the past two weeks.
- (b) The Employer shall notify the Business Manager, in writing, of the name of the individual who is to be requested for employment as a Foreman. Upon such request, the Business Manager shall refer said Foreman, provided the name appears on the highest priority group.
- (c) When an employee is called as a Foreman he/she must remain as a Foreman for 1,000 hours or must receive a "reduction in force".

Any individual taking a dispatch to a job and who fails to report to work, shall be REMOVED from the out-of-work list.

If an applicant is rejected by an employer after being referred, the applicant must return to the Business Office immediately to notify the Dispatcher of the said rejection.

The Dispatcher will then return the applicant to the position on the out-of-work list the applicant held prior to referral.

When an employer requests a job call of fourteen (14) calendar days or less, the request will be listed as a short call. Short calls will rotate through the out-of-work list on a single call basis. The front of the out-of-work list will be determined by the previous day's short call. EXAMPLE: If the short call was filled by number 20, then short calls would start at 21 until filled.

Applicants dispatched on a short call, shall be restored to the out-of-work list at the same number as dispatched. EXAMPLE: dispatched at number 15 and worked eight (8) days, applicant shall be returned to number 15 **when he/she is laid off and re-registers within 24 hours.**

An applicant shall have his/her position on the out-of-work list frozen when he/she is on state compensation or state disability, jury duty, active military reserve duty, official union business, or one (1) week bereavement upon the death of an immediate family member. The Business Office must be presented with certified proof in all of the above circumstances.

Only the Business Manager and Business Representative will be able to advise you of your position regarding **your place on the out-of-work list**. This information **will be available daily after 4:00 PM.**

All **traveling IBEW members** on the first sign-in shall have a current dues receipt and a letter from their present Local Union noting the following information:

- (1) have/have not passed a journeyman wireman's examination
- (2) years of experience and membership, and
- (3) classification.

The Business Manager is responsible to fill calls in a timely manner as needed by employers. This means, in an emergency to protect life, property and IBEW jurisdiction, referral may have to be made outside normal hours using whatever means are available to fill calls and place applicants.

APPEALS COMMITTEE:

Per the current Inside Wireman's Agreement, an Appeals Committee has been established composed of one member appointed by the Union, one member appointed by the Employer, or the Association, as the case may be, and a Public Member appointed by both of these members.

It shall be the function of the Appeals Committee to consider any complaint of any Employee or applicant for employment arising out of the administration by the Local Union of Sections IV.4 through IV.14 of the current Inside Wireman's Agreement. The Appeals Committee shall have the power to make a final and binding decision on any such complaint, which shall be complied with by the Local Union. The Appeals Committee is authorized to issue procedural rules for the conduct of its business, but it is not authorized to add to, subtract from, or modify any of the provisions of this Agreement and its decisions shall be in accord with this Agreement.

An applicant who is discharged for cause two (2) times within a 12-month period shall be referred to the neutral member of the Appeals Committee for a determination as to the applicant's continued eligibility for referral. The neutral member of the Appeals Committee shall, within three (3) business days, review the qualifications of the applicant and the reasons for the discharges. The neutral member of the Appeals Committee may, in his or her sole discretion:

- (1) require the applicant to obtain further training from the JATC before again being eligible for referral;
- (2) disqualify the applicant for referral for a period of four weeks, or longer, depending on the seriousness of the conduct and/or repetitive nature of the conduct;
- (3) refer the applicant to an employee assistance program, if available, for evaluation and recommended action; or
- (4) restore the applicant to his/her appropriate place on the referral list.