

# Sound & Communications Installer

## REFERRAL POLICY OF LOCAL UNION #340, IBEW (Eff.06-01-10)

**Direct Job Line: 916-927-4239 (after 6:00PM)**  
**Jobline website: [www.ibewlocal340.org/jobline/](http://www.ibewlocal340.org/jobline/) (after 6:00PM)**

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

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.

**The dispatch window will open at 8:00AM Monday through Friday.** Dispatch hours will be from 8:30AM 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 clearance to a job.**

If there are calls for applicants, these 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. **EXCEPTIONS:** 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.

Applicants hired on a first (1<sup>st</sup>) long call referral and who are subsequently terminated through no fault of their own by the employer in fourteen (14) calendar days or less, shall report back to the Referral Office within twenty-four (24) hours and be reinstated at their chronological (original sign in date & time) position on the out-of-work list. If hired on a second (2<sup>nd</sup>) long call, the applicant shall be removed from the out-of-work list. Applicants quitting or soliciting layoffs will also be removed from the out-of-work list. Applicants may remove themselves from the out-of-work list after providing adequate personal identification. 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 shall immediately notify the Dispatcher who shall 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 chronological position as when they were dispatched if the member re-registers within 24 hours when he/she is laid off.**

An applicant **may request to have his/her position on the out-of-work list frozen** when he/she is on state compensation or state disability, jury duty or 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 **written**, 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 paid-up dues receipt and a letter from their present Local noting the following information:

- (1) years of experience and membership, and
- (2) classification.