

# **IBEW LOCAL 340: REFERRAL POLICY**

Effective: October 2021

## **Inside Wireman Referral Policy**

Applicants wishing to sign IBEW Local 340's Out-of-Work Lists/Books must be unemployed (not working in the electrical industry) and available for work.

Any applicant who qualifies for Group I\*, II, III & IV status, must sign their name on the appropriate Out-of-Work List.

*\*Group I Status: Once an applicant qualifies for, requests and is granted Group I status in any local union, s/he shall retain that status in the local union and shall not be required to requalify unless s/he qualifies for, requests and is granted Group I status in another local union. If that situation occurs, the applicant would have to requalify for Group I status in any previous local union(s) in which he enjoyed Group I status.*

Applicants may sign Out-of-Work Books in person, during normal business hours.

IBEW Local 340 - North Counties: Butte, Glenn, Lassen, Plumas, Shasta, Tehama, Trinity

IBEW Local 340 - South Counties: Yuba, Colusa, Sutter, Yolo, Sacramento, Amador, Nevada\*, Sierra\*, Alpine\*, Placer\*, El Dorado\* (\*these counties west of the main sierra watershed)

Books can be signed at:

10240 Systems Parkway Ste. 100 Sacramento, CA 95827

and/or

700 Locust Street, Redding, CA 96001

**Dispatch will be from the Book where the project is located. When an applicant takes a call in the geographical jurisdiction of IBEW Local 340, the applicant's name will be removed from both lists.**

Travelers: Initial sign-in may require, where applicable, a signed letter of introduction from their home local Business Manager.

## **DISPATCH PROCEDURES**

The Business Manager is responsible to fill calls in a timely manner as needed by employers.

This means, in an emergency, referral may have to be made outside normal hours using whatever means are available to fill calls and place applicants. Any violation or complaint of this procedure may be submitted to the Referral Appeals Committee for adjudication.

### **About IBEW Local 340's Dispatch**

- IBEW Local 340 utilizes phone/online dispatching procedures, applicants must be available to accept a job call via these options.

- Dispatch starts at 7 a.m., Monday thru Friday
- All applicants must be available at 7:30 a.m. to be eligible to take a job call.
- IBEW Local 340 will dispatch all applicants under a “Book Referral” system according to their numerical position listed with the local
- Dispatch begins at 7:30 a.m. and proceeds until all jobs are filled.
- Calls will be first presented to Group I applicants in the order of their place on the Books, and then referring applicants in the same manner successively from the Books in Groups II, III and IV.
- When an applicant takes a call in the geographical jurisdiction of IBEW Local 340, the applicant’s name will be removed from both zone lists.

### **About IBEW Local 340’s Short Calls**

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 thru the Books on a single call basis. The front of the Book for that day’s Short Calls will be determined by the previous day’s Short Call. Anyone working on a Short Call shall not receive a strike. Any applicant hired and through no fault of their own returns to the Books within fourteen (14) calendar days shall retain their chronological place (original sign in date & time) on the Books, provided the applicant signs back in, in person, within 24 hours of layoff.

### **JOB CALL RECORDING FOR THE NEXT WORKING DAY**

**Job Line:** (916) 927-4160 **Website:** [www.ibewlocal340.org](http://www.ibewlocal340.org)

**Job Line is updated after 6 p.m.**

## **IBEW LOCAL 340’S MONTHLY RE-SIGN PROCEDURES**

### **IBEW LOCAL 340’S MONTHLY RE-SIGN PROCEDURES**

**BEGINS: 8:00 AM on the 10<sup>th</sup> of the month / ENDS: 5:00 PM on the 16<sup>th</sup> of the month**

To maintain your place on Local 340’s Out of Work Lists, you must adhere to the following Monthly Re-sign procedures. The easiest way to re-sign is the Local’s website. However, if you choose to re-sign via mail, email, fax or in person, the following information must be provided: Full Name, IBEW Card No., Book type (Inside), Book #, Full Address, Phone numbers and Email address.

## **INSTRUCTIONS FOR LOCAL 340 RE-SIGN**

### VIA THE WEBSITE

- Log on to [www.ibewlocal340.org](http://www.ibewlocal340.org)
- Click on “Member Login” you will be prompted to enter your username & password (see instructions on page if it your first time or you Forgot Your Password)
- Once logged in you will click on Registration (a drop-down menu will display) click on Re-Sign

IN PERSON - at both Halls (SACRAMENTO & REDDING) - any weekday during the re-sign days (excluding Holidays) between the hours of 8:00AM and 4:45PM Pacific Time. \*Please note the hall is temporarily available by appointment only due to COVID restrictions

MAIL, EMAIL OR FAX - MUST BE RECEIVED in the Business Office with all required information by 5:00 PM on the 16<sup>th</sup> of the month. (not postmarked!)

VIA EMAIL– Email the Re-Sign form or an email with all of the required information to [dispatch@ibewlocal340.org](mailto:dispatch@ibewlocal340.org). Type “Re-Sign” in the subject box.

U.S. MAIL – Mail Local 340’s Re-Sign Form or a letter with all information provided to IBEW LU 340 Re-Sign, 10240 Systems Parkway, Ste.100, Sacramento, CA 95827 - DO NOT SEND ANYTHING ELSE IN THIS ENVELOPE!!

VIA FAX – Fax Local 340’s Re-sign form or a letter with all required information to 916-927-1074