

REFERRAL PROCEDURES

Effective December 7th 2020

BID/DAY HALL BOOK

Applicants to sign the Out of Work Book **must** have a termination slip from your previous signatory employer (if employed in 716 jurisdiction).

Approximate Referral Time

Group I Applicants	9:30 AM
Group II Applicants	Directly after Group I
Group III Applicants	Directly after Group II
Group IV Applicants	Directly after Group III

1. Job calls will be posted by 5pm each day on the web site and the job line.
Applicants can sign the day sheet either in person between 8am and 9am the day of referral, call in between 8am and 9am the day of referral or email) to daysheet@ibew716.net between 5pm the day before referral up to 8am the day of referral to be placed on the day sheet.
When placing your name on the day sheet include full name, card number and phone number.
(if multiple calls are available please specify the call or calls you are interested in)
2. All applicants must meet all requirements for a job referral before roll call begins.
Calls will be filled in order the applicants are registered on the book.
Starting at 9:30 Dispatcher will start calling to fill the job calls
All applicants accepting a referral over the phone must pick up referral and any associated paperwork by 12 noon unless otherwise stated.
If applicant accepts a referral over the phone and comes to the hall to get referral without the required documents requested for the job call the applicant will have to resign the bottom of the book.
3. Short Call-Re-Registration-An applicant who is hired and receives, through no fault of his own, work of one hundred twenty (120) hours or less shall, upon re-registration, be restored to his appropriate place within his Group; **check stubs are required. Member must report to Union Hall within 24 hours in person, by fax or e-mail from layoff to re-register on the out of work Book. After 24 hours you will be adjusted, but with any refusals incurred during your absence.**
4. **M.O.U. Referral Procedure - Re-Registration:** The Union shall maintain an Out of Work List which shall list the applicants within each Group in chronological order of the dates they register their availability for employment. An applicant who has registered on the Out of Work Book must renew his registration on the annual/month of signature as noted in the respective Out of Work Book, by appearing in person, by fax to 713-868-6342, or email to resignbook@ibew716.net, during the month of signature, and contains the applicant=s printed name, card number, original "Out of Work Book" signature date, and the date of the communication. (Please call to verify that your fax or email was received.)

Registration renewals made before or after the annual month of signature, or that otherwise fail to comply with the requirements of these procedures shall be deemed invalid and the applicant shall be removed from the "Out of Work Book."
5. Once an applicant qualifies for, requests and is granted Group I status in any local union, he shall retain that status in the local union and shall not be required to requalify unless 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.
6. Members may sign the Out of Work Book in person, by fax or via e-mail to resignbook@ibew716.net. A travel letter is required for Group II.
7. Referral may only be taken in person.
8. Members needing to sign the book during roll call may do so when the referral procedure is complete.
9. If all job calls are not filled, after roll call dispatch will remain open up to close of business.
10. 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 registrants.
11. Registrants will be allowed two (2) refusals without penalty. After the (3) third refusal the member will be notified by postcard and e-mail (if there is one on file) that as of the date listed they have been rolled off the book. The member will then be eligible to e-mail the hall at resignbook@ibew716.net to be placed on the bottom of the book according to the date and time the email comes thru. You may also send a fax to 713-868-6342, or re-sign in person. (Please call to verify your fax or e-mail was received)

Please answer the following questions in the email/fax for your re-sign: State your Full Name and Card number? Are you currently unemployed? If unemployed, are you getting unemployment benefits? If you are employed, who are you employed with? Are you working in another jurisdiction, if so what Local? Are you reciprocating through ERTS?

If you fail to send the required information in the e-mail, fax or if your e-mail or Fax is past the two week period, you will have to come in person to re-sign the Out-of-Work Book.

If your responses are found to be inaccurate, you may be subject to removal from the Out-of-Work book! Constitution Article XXV Section 1. (a), (e) and (f) & Bylaws Article XIX Section 10.

12. Being unavailable for referral when work would have been offered to the registrant shall be considered a turndown. Rejection of the applicant by an employer is not a turndown.
13. There shall be no turndown penalty assessed for rejection of a short call, **when stated 120 hours or less**, special skills and abilities calls, **G.P.P.M.A. calls, mandatory O.T. Calls or any other call outside of the normal C.B.A.**