

IBEW Local 46 Referral Procedures

These Referral Procedure Rules are intended to supplement the Referral Procedure specified in each Unit's CBA.
Phone: 253-395-6530 FAX: 253-395-6539 Job Line: 253-395-6516 Online: www.ibew46.com

OFFICE HOURS are normal working days from 8:00 a.m. to 5:00 p.m. except for lunch (12:30 p.m. to 1:30 p.m.). Referral of Registrants to cover requests shall have higher priority than Registration, Re-sign, Termination, Turnarounds and Changes in Status.

CERTIFICATIONS required by Washington State for the work being performed, will be required to dispatch. Registrants registered on Books requiring certification must have a valid Washington State certificate.

MORNING DISPATCH starts at 8:30 a.m. with the Inside Wireman Books, then the Tradeshow Book. Starting at 9:30 a.m. with the Sound and Communication Book, Marine Book, or any other Books in Book order. Preparation for dispatching Registrants is from 8:00 a.m. to 8:30 a.m.

AFTER MORNING DISPATCH any requests not satisfactorily filled during morning dispatch will be turned over to the Business Manager. The Business Manager or a designee will use whatever means are available to fill calls and place Registrants.

EMERGENCY DISPATCH. 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.

DISPATCH SYSTEM for Local 46 - You must be present to receive a referral. Internet job bidding, when available, will be processed as if present to receive a referral. Local 46 has Seattle, Bremerton, and Port Angeles as dispatch points.

MANPOWER REQUESTS received by 3:00 p.m. will be referred at Morning Dispatch for that day or the next day, as the request indicates. Registrants are required to pickup their dispatch the day of dispatch.

SHORT CALLS of ten (10) normal working days or less for Applicants will be limited to having their registration restored to unemployed twice. Short calls of three (3) normal working days or less shall not be limited.

CHECK MARKS. Registrants will be allowed two check marks without penalty and be rolled completely off the Book for a third check mark. They must re-register in person after being rolled off. Referrals that fall to a Lower Book will give the Registrants in the higher Books (Bremerton, Pt. Angeles, Seattle) a check mark. Unfilled Inside Wireman calls for the day will give all Wireman Book registrants a check mark. There will not be more than one (1) check mark, per Book, per day. Rejection of the applicant by an employer is not a check mark.

NO CHECKMARK for specialty requests or specialty skills recognized by the Business Manager for each Book. Requests of ten (10) normal working days or less will not be a check mark.

QUIT OR DISCHARGE will be rolled completely off the book. When the Registrant rejects the Referral after bidding, it shall be considered a quit.

REGISTRATION AND RE-SIGN PROCEDURES requires that Registration must be in person. Individuals may only sign Book 1 on one set of Books within Local 46 or any other IBEW Local. (The Wire Bremerton, Pt. Angeles, and Seattle Books are a set). Re-sign shall be required every 30 days or less from the last Re-sign. Re-sign may be accomplished in person, by fax, or if available online at www.ibew46.com. Terminations or turnarounds are required to be turned over to dispatch by the end of the next normal working day to avoid being rolled completely off the Book. Registration, Re-sign, Termination, Turnarounds and Changes in Status will be processed for the following morning. After 4:00 p.m. they will be processed for the day after.

STATUS CHANGES exempt from checkmarks are those temporarily unavailable for dispatch (military, Union business, salting, sick list, jury duty, traveling out of jurisdiction). Sick List requires a note from a Medical Doctor written within seven days of changing status clearly indicating ability to work or not. Status changes exempt from check marks will be as posted by the Business Manager.

EXCESSIVE TURNAROUNDS Individuals who have more than three turnarounds will appear before the Referral Appeals Committee for a determination as to their continued eligibility for Referral.

DISCHARGE FOR CAUSE Individuals who receive two Discharges for Cause within a twelve (12) month period are to be suspended from future referral privileges until they appear before the Referral Appeals Committee for a determination as to their continued eligibility for Referral.

Gary A. Price
Business Manager / Financial Secretary

March 10, 2008
Date Posted

April 16, 2008
Effective Date

Specialty Requests or Specialty Skills Recognized by the Business Manager

INSIDE WIREMAN BOOKS:

- CBA Required By Name Calls
- Cable Splicer
- Welder
- Service Truck
- Swing & Graveyard Shift

JOURNEYMAN TECHNICIAN BOOKS:

- CBA Required By Name Calls
- Washington State EL06 Certificate

MARINE BOOKS:

- CBA Required By Name Calls

Status Changes exempt from Check Marks Recognized by the Business Manager

Status	Check Mark Exempt	Working In Area	
Jury Duty	Yes		
Military	Yes		
Occupied MOU	Yes	Yes	Not to exceed 6 Months
Salting	Yes	Yes	Not to exceed 6 Months
Sick List	Yes		
Traveling	Yes		Not to exceed 6 Months
Underscale	Yes	Yes	Not to exceed 6 Months
Unemployed			

Online Access for Re-Sign and Job Bidding (Otherwise in person at the Hall)

Book	Re-Sign	Bidding	Book	Re-Sign	Bidding
Wire [1]	Yes	Yes	Tradeshows [1]	Yes	
Wire [2]	Yes		Tradeshows [2]	Yes	
Marine [1]	Yes	Yes	Stockman [1]	Yes	
Marine [2]	Yes		Stockman [2]	Yes	
Tech [1]	Yes	Yes	Lt Fixture [1]	Yes	
Tech [2]	Yes		Lt Fixture [2]	Yes	
Tech [3]	Yes				
Residential [1]	Yes				
Residential [2]	Yes				