

## REQUIREMENTS OF LOCAL 46 FUNDED WORK RECOVERY PROGRAM [WRP]

1. A current Letter of Assent and a Bond when required must be on file with IBEW Local 46 to be eligible to use the Work Recovery Program. Benefits must be current. The Employer agrees to do dues check-off for any shop employee wishing it, as a condition of receiving this grant. [The dues check-off language in this section is not applicable to Davis Bacon projects.]
2. Requests for the Work Recovery Program on a specific project must be received no later than 48 hours prior to the bid date. Request Form Number WRP#1, "**Work Recovery Program Request For Grant**", (available via email) should be filled out completely and emailed, faxed or hand delivered to (email is the preferred delivery method) :

**IBEW Local 46**  
**19802 62<sup>nd</sup> Ave S**  
**Kent, WA 98032**  
**ATTN: Market Recovery Department**  
**253-395-6507**  
**wrp@ibew46.com**

The information on this form must be truthful and complete to be useful in analyzing this job as well as future Work Recovery Program activities. All information will be kept confidential.

3. Only projects that have been specifically requested will be considered. Only contractors making a specific request for a given project will be notified that the project has been approved for the Work Recovery Program. Notification will be prior to bid time, during IBEW Local 46 office hours which are from 8:00 a.m. to 5:00 p.m.
4. The successful bidder must notify Local 46 immediately upon being awarded the contract. Form **WRP#2 "AGREEMENT"** will be sent to the contractor for signature. The contractor must then send the completed form **WRP#2, "AGREEMENT"** back to the Union.
5. Only hours specified in the Work Recovery Program Agreement will be reimbursed. Hours in excess of the agreed upon maximum hours will not be reimbursed.

WRP#3A, "**Employee's Weekly Hours Report**" and WRP#3B, "**Employer's Weekly Hours Report**", will be completed, signed and mailed, delivered or faxed to Local 46 every Monday for each employee on the Work Recovery Program job for the preceding work week. The Employer is responsible for form WRP#3B, "**Employer's Weekly Hours Report**", and the Steward and Employees are responsible for form WRP#3A, "**Employee's Weekly Hours Report**".

6. A grant system may be used at the discretion of the Business Manager. The payment schedule of such grants will be at the discretion of the Business Manager.
7. No job will be considered for Work Recovery Program status unless the notification is given by the Business Manager or of Local 46 his/her assignee . Notification by telephone will be adequate.
8. **All requests will expire thirty (30) days from date of issuance. No prior notification will be given. Extensions may be available by filling out form WRP#4, "Work Recovery Program - Grant Extension Request".**
9. **If the actual bid results can be provided, this information is very helpful in assessing possible bid patterns of our competition. We cannot stress enough the importance of the Employer's getting back to us as soon as possible with information, whether good or bad, on bid requests.**

**We would also like to ask that you provide us with the total hours used to complete any funded jobs. All hours in excess of total granted hours are also needed. This information will help us to more accurately compute the gains through our program.**

If further information is required, please do not hesitate to contact our office at 253-395-6507.