

IBEW LOCAL 124 INSIDE WIREMAN REFERRAL POLICY CALL-IN SYSTEM

SIGNING THE OUT-OF-WORK LIST

- The Business Office is open from 8:00 AM until 5:00 PM central time M-F, except holidays. Applicants may sign the out-of-work list from 8:00 AM until 4:50 PM.
- Applicants wishing to place their names on the out-of-work list must report in person to Business Office to register.
- Applicants will be placed on the appropriate list, according to their qualifications per the Inside Agreement Art. XVI.
- Once an applicant qualifies for, requests and is granted Group I status in any local union, the applicant shall retain that status in the local union and shall not be required to re-qualify unless the applicant qualifies for, requests and is granted Group I status in another local union. If that situation occurs, the applicant would have to re-qualify for Group I status in any previous local union(s) in which the applicant enjoyed Group I status.
- Applicants establishing Group I status in this local shall sign a statement attesting to their eligibility per the Inside Agreement Art. XVI.
- One year, as described in Article XVI, shall be considered as 2000 hours.
- Upon sign-in, each signature will be time stamped for verification of proper placement on the list.
- Each applicant will be issued a discreet registration number that must be retained by the applicant since it will be required in order to use the referral system.
- Accuracy of the information supplied to Local 124 is the responsibility of the applicant and should be verified by the applicant before leaving the premises.
- Members will be expected to produce a photo I.D. and a current dues receipt.
- If an applicant has never signed in 124's jurisdiction before, no further steps are necessary.
- If signing in after a previous job call in this jurisdiction, a termination notice or other proof of current unemployed status will be necessary before being allowed to sign.
- Applicants will be required to renew their position each month to remain on the list.

SIGNING THE DAY BOOK

- In the event that a large volume of applicants is needed i.e. a shutdown; the daybook procedure may be instituted. In that event, the following will apply.
- The Day Book will be kept in the Business Office.
- Day Book sign-in will begin at 8:00 AM and close at 9:00 AM central time on regular business days.
- Applicants must be on the out-of-work list prior to signing the Day Book.
- Applicants will be offered job calls in order of their position on the out-of-work list, not their order on the Day Book.

NOTIFICATION OF JOBS AVAILABLE

- The referral office will post the next business day's job calls on the phone line each evening.

- Posting of job calls on the website is a courtesy to members and the absence of website postings does not indicate an absence of job calls.
- Employers are required to submit all requests for applicants by 4:15 PM in order that they are posted overnight to inform applicants of the next day's job call(s).
- Applicants must submit their request for the next day's job call(s) between the hours of 5:00 PM and 8:30 AM using the call-in system at 816-942-7508
- Requests not placed by 8:30 AM are not timely and will not be accepted.
- The applicant's registration number is required in order to place a request.
- The referral agent will begin the job call process at 9:00 AM central time each business day.
- Applicants will be contacted at the phone number they provided on the call-in system in the order that they appear on the out-of-work list.
- The referral process will begin each business day with Group 1, until that list is exhausted, then proceed to Groups 2, 3 and 4.
- Instructions for use of the call-in system are provided in the form of self-explanatory voice prompts when the applicant dials in.
- Under the Day Book procedure (if in use) it is the applicant's responsibility to insure that they are on the Day Book by 9:00 AM.
- Applicants on the Day Book (if in use) will be announced in order, as they appear on the out-of-work list, unless flagged for no calls.
- Once the Day Book (if in use) has been exhausted, the calls will be available to those applicants who may arrive after 9:00 AM.
- Calls not filled from the call-in system may be offered in person at the Hall. Referral will cease when all calls are filled.
- The Business Manager may dispatch applicants at any time in the event of an emergency.

ACCEPTING A JOB CALL

- An applicant shall indicate their acceptance or refusal of a job offer upon being called by the referral agent.
- Refusal of non-specialty calls shall result in a recordable refusal or "strike" on the applicant's record.
- Three strikes will place the applicant at the back of the list.
- A maximum of one strike may be recorded each day, regardless of the total number of calls available that day.
- Upon acceptance of a job call, the applicant will report to the Financial Office to pick up their referral.
- Once a call has been accepted, it may not be refused or returned if such refusal would result in excluding another member from a job opportunity.
- Return of a job call that results in damage to another applicant will cause the offending applicant to lose their position and the applicant will be required to sign the bottom of the out-of-work list.
- When taking a "specialty call" which requires certifications, the applicant will be required to present valid certificates to the referral agent prior to being referred.
- Members should produce a paid-up dues receipt to pick up their referral.
- After receiving the referral at the Financial Office, it is the responsibility of the applicant to report at the proper place and time as noted on the referral.

- If the potential employer rejects the applicant, the applicant must return to the hall with their referral slip marked “rejected” in order to regain their prior position on the out-of-work list.

RETAINING LIST POSITION

- All registered applicants must renew their position on the list each month.
- The renew dates shall be from the 10th of each month until midnight on the 16th of the month.
- You may renew in person or by phone, fax, US mail or online.
 - Phone: 816-942-7500
 - Fax: 816-942-8805
 - Online: www.ibewlocal124.org
- If renewing by fax or online, be sure to keep your send report or receipt.
- Applicants failing to renew will be dropped from the list and will need to resign in person.

SHORT-TERM CALLS

- An employer may place a short-term call for employment that is to last for 21 calendar days or less with no limitation on hours.
- Short-term calls will be offered to eligible applicants in the same manner as regular calls.
- Eligibility for short-term calls is prioritized by first being offered to applicants who have had no short-terms since their last regular call, then one, two etc.
- Upon termination of a short-term call, the individual must return a valid termination slip to the hall in order to be eligible to receive calls again.
- Any termination for cause or a quit will result in the applicant losing their position on the books and having to resign.

FLAGGING FOR NO CALLS

- Applicants may “flag” their names for no calls in the event that they are temporarily unavailable to take a referral.
- Flagging must be done by the applicant either in person or over the phone. An IBEW card number or SSN is required to flag or un-flag and may only be done by the applicant.
- While an applicant is flagged, the referral agent will not offer a call and no strikes will be recorded

TERMINATION FOR CAUSE

- Two terminations for cause within a twelve month period will result in an applicant being barred from signing the out-of-work list until the issue can be heard by the neutral member of the appeals committee.
- The neutral member shall have sole discretion concerning the disposition of the applicant’s continued eligibility to sign the out-of-work list.

WORK PERMITS

- Applicants who are not members of local 124 shall be required to carry a validated work permit, issued by Local 124.
- Work permits shall be renewed monthly by your jobsite steward, where present, or in person at the Hall.