

**IBEW LOCAL UNION 405**  
1211 Wiley Blvd SW, Cedar Rapids, Iowa 52404  
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AFTER HOURS JOB LINE  
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## **Referral and Out-of-work List Rules**

Updated March 29, 2010

All registrants for employment shall sign the proper Out-of-work List as described in appropriate sections of working agreements

### **Sign In-**

S.1 The Union shall maintain a register of applicants for employment established on the basis of the Groups listed below. Each applicant for employment shall be registered in the highest priority Group for which he qualifies.

S.2 Registrant's original signing of Local 405 Out-of-work List(s) must be done in person during the regular office hours of 8:00 am until 5 pm, Monday through Friday, excluding Holidays. Any exceptions shall be made by the Business Manager.

S.3 Registrants must have a termination slip from registrant's last employer or prove where they have taken an authorized Journeyman Wireman's test. A registrant may call their employer from Local 405 to quit their current job at time of registration.

S.4 Registrants must not be currently employed at the electrical trade and must be available for work, without any restriction, at the time of registration.

### **Resign-**

R.1 All registrant's resigns are due before the first day of each month for the next month. Resign is open until the last day of each month. Registrants not resigned within in this time frame will be removed from the Out-of-work list.

R.2 A registrant may resign in person, by mail, email ([ibew405@ibew405.org](mailto:ibew405@ibew405.org)) or fax. All resigns shall include Registrant's full name, phone number, the month the resign is for and the date it was mailed.

R.3 It is the registrant's responsibility to insure that local 405 receives their resign, and that it was received on time. (E-mail resigns will be confirmed by a response to the e-mail address that the resign originated from)

R.4 If a registrant accepts a referral in another Locals' jurisdiction, they must notify the local 405 referral agent. Failure to follow this rule will result in removal from all books.

R.5 If a registrant (other than the highest priority group) accepts a long call (14 calendar days or more) in another local they shall not be allowed to resign, and shall be removed from book.

### **Job Postings-**

J.1 All manpower calls will be placed on the Local 405 Job Line recorder over night. **Any exceptions shall be made by the Business Manager.**

J.2 Manpower calls may also be viewed via the Local 405 website however the recorder shall be the official job postings.

J.3 Calls shall be posted between 5:00 pm and 7:00 am the following workday.

J.4 Registrants interested in the posted manpower calls shall either call the job line between 5:00 pm and 7:00 am and leave the Registrant's name, out-of-work list currently listed on, and a return phone number on the recorder, or be at the 405 office, located at 1211 Wiley blvd S.W. in Cedar Rapids, between 7:00am and 7:30am. Registrants shall also indicate which manpower calls they are interested in and their order of preference.

J.5 All applicants shall be placed on that day's referral list, and will be referred in chronological order based on corresponding position from Group I, Group II, Group III, to Group IV.

J.6 The Referral Agent will call applicants between 7:30 am and 10:30 am. If there is no answer a message will be left. Any applicant who has been called and fails to make contact within 24 hours will lose the referral and be removed from the out of work lists.

J.7 Registrants must pick up referral from Local Union 405 within 24 hours or make acceptable arrangements with referral agent. Failure to contact referral agent or failure to pick up the referral will result in a loss of that referral and registrant shall be removed from all out-of-work-lists.

J.8 Registrants accepting referrals out-of-class/Group III in this local shall maintain their position on the appropriate out-of-work list. In addition, those referred out-of-class/Group III may leave that job to accept a referral in their appropriate class. Registrants working out of class will not be issued turndowns.

J.9 If a referred registrant receives 40 hours work or less, through no fault of their own, they shall maintain their place on the out-of-work lists at the time of referral.

### **Call Outs – Turndowns – Refusals**

T.1 If a manpower call is not filled by the recorder system, the referral agent shall use a call out system.

T.2 The referral agent shall call registrants in chronological order of registration from the corresponding Group I, Group II, Group III and Group IV.

T.3 Phone calls shall be made by referral agent to registrants via one or two numbers left on file with Local Union 405 at initial registration.

T.4 If an answering machine is reached, a message will be left. If no return call is made by registrant before the call is filled, the applicant will lose the referral.

T.5 If a call is filled past you on the Out of work list, when the call out system is used, you will be issued a turndown. Registrants shall receive no more than one turn down per day. There shall be no turn downs charged on any job where a restriction has been put on the call, provided the applicant is prohibited by the restriction.

T.6 Registrants accumulating three turndowns shall be moved to the bottom of the out-of-work list.

## **Short Calls**

SC.1 Short calls are 14 (Fourteen) days or less

SC.2 Short calls will be filled off the Short Call book in the same manner as regular calls

SC.3 While working on a short call, members are ineligible to take a regular call.

SC.4 Anyone who is terminated for cause or who quits a short call, shall be removed from all books.

SC.5 No strikes will be charged on short calls.

## **Employer Responsibility-**

E.1 All employer requests for manpower will be made in writing on standard form provided by IBEW Local Union 405. Requests may be made via Fax, or at Local Union 405 Offices. All fields contained in request form must be filled by Employer.

## **Appeals-**

A.1- An Appeals Committee shall be formed to consider any complaints of registrants or members of Local Union 405 arising from administration of this system of referral.

A.2 The Appeals Committee shall have the power to make a final and binding decision on any such complaint which shall be complied with by Local Union 405.

A.3 A member or registrant wishing to file a complaint shall do so via the Appeals Committee and shall do so in writing. The complainant must be specific, and the complaint must be signed and dated.