IBEW- LOCAL UNION 676 (PENSACOLA FLORIDA)

**REFERRAL PROCEDURE**

**EFFECTIVE JANUARY 1ST, 2024, the referral procedures of Local Union 676, IBEW, will be as follows:**

1. **“out of Work Books” shall be open for signing during normal office hours, 8am-415pm, Monday-Friday, Central time. You may sign in person or may also place your name on Book1, Book2, etc. < by faxing your name from any local Union on letterhead along with a copy of your current dues receipt.**
2. **Referrals will be issued between the hours of 8:00am through 4:15pm, Monday through Friday. \*In reference to number 2 above, please note “The Business Manager is responsible to fill all calls in a timely manner as needed by employers. This means in an emergency, referrals may have to made outside normal hours using whatever means are available to full calls and place registrants”**
3. **Call out for job referrals will begin with book 1 and continue through book IV on a daily basis, starting at 6am. 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 1 status in another local union(s) in which he enjoyed group 1 status.**
4. **An individual must be present at the Union hall or answer their phone when called by dispatch between 6-10am in order to receive the job referral. If a person is called more than 3 times and does not answer, you will receive a ding (#5), we will move on to the next person in line to fill the call.**
5. **The phone system announcing jobs in the business mangers office will be turned on at 4:15pm. If the offices receives any calls for Journeymen man from employers.**
6. **An employer is required to contact the Union Local before 4:15pm, Monday Through Friday, in order to receive journeyman for the following day if time is allowed to place on recorder.**
7. **Registrant’s will be allowed two dings without penalty and will be rolled to the bottom of the book after the third ding. You will only receive one ding per day.**
8. **Being unavailable to referral when work would have been offered to the registrant shall be considered a ding. Rejection of an applicant by an employer is not considered a ding.**
9. **The following exceptions to the third ding rule:**

**-Serving on Jury Duty**

**-Serving in the military**

**Death or Major Illness in immediate family. Immediate family shall be defined as follows: Spouse, child, parents, grandparents, grandchildren, siblings, parent in-laws, sibling in-laws and their children. Major Illness- Spouse, Child or parents.**

1. **Resign for Books 1-5 is required monthly. RESIGN SHALL BE BY FAX, EMAIL OR IN PERSONBEGINNING AT 8AM ON THE 10TH DAY OF EACH MONTH AND ENDING ON THE 16TH DAY OF EACH MONTH AT 4:15PM.**

**LOCAL UNION 676 FAX: 1-850-477-8768**

**EMAIL ADDRESS:** [**Ibewlu676@yahoo.com**](mailto:Ibewlu676@yahoo.com)

**LOCAL UNION HALL NUMBER**: **1-850-477-8767**

**FAILURE TO RESIGN ON THE ABOVE MENTIONED DATES AND TIME WILL RESULT IN YOUR NAME BEING REMOVED FROM BOOKS 1-5. TO RESIGN AFTER REMOVAL, YOU WILL BE REQUIRED TO SIGN IN PERSON OR BY FAX FROM ANY LOCAL UNION ALONG WITH COPY OF CURRENT DUES RECEIPT.**