

**I.B.E.W. LOCAL UNION 223
REFERRAL PROCEDURE
BOOK II
EFFECTIVE APRIL 25, 2011**

1. **CALL YOUR HOME LOCAL AND REGISTER ON THE ERTS SYSTEM.**
2. When an applicant is laid off or unemployed, he or she may sign the Book II out of work list between the hours of 7:00 AM and 5:00 PM Monday through Friday.
3. Anyone on Book II that accepts employment in any other Local Union, including their Home Local, **must** notify Local Union 223 that they are working. They will be taken off of Book II. You are not allowed to be on Book II if you are employed in any other Local Union, including your Home Local.
4. To maintain your position on Book II while you are unemployed, you must **re-sign the out of work list monthly on the anniversary of your original sign date**. You can re-sign in person, or by a fax sent from your Home Local on Local Union stationary and signed by the Business Manager, between 7:00 AM and 5:00 PM, Monday through Friday. **If your re-sign date falls on a week-end or a Holiday, you MUST resign the business day before.**
5. Call the Union Office at 508-947-8555 between 5:00 PM and 8:00 AM for referral information, or you can go to the International job board. There will be a phone referral system utilized daily Monday through Friday. After hearing the available jobs and being prompted to press 2, leave your name and card number, a phone number where you can be contacted and which job you are interested in (in case of multiple jobs list the jobs by preference). If the job reaches Book II you will be contacted the following morning between 8:30 AM and 10 AM and offered the jobs available. When the job is filled no further phone calls will be made. Once you have been contacted, arrangements will be made for you to receive your referral slip and report to the job the following day. In the case of shift work you could begin that same day. It is the members' responsibility to ensure that Local Union 223 has a correct phone number where the member can be reached.
6. If you are referred on a short-term job by Local 223, you will keep your position on Book II. Short-term jobs will be six (6) weeks or less. Short calls will begin with #1 on the list. When the call is filled, the next short call will begin where the last one ended, etc. Any member who quits, or is fired for cause, will have to resign the out of work list.
7. There will be unlimited refusals as long as there are more than seventy-five (75) on the out of work list on Book II. When the Book II list falls to seventy-five (75) or below, applicants will be limited to three (3) refusals. Being unavailable or not calling in for referral when a job call is offered shall be considered a refusal. Any applicant who accumulates three (3) refusals will be rolled off Book II. There will be no refusals issued for Pilgrim Nuclear Power Plant, Hazardous Waste Sites, B-rate jobs, and jobs from Yarmouth to Provincetown and the Islands.