

International Brotherhood of Electrical Workers Local Union 291

Referral Procedures Rules and Policy

Applicants requesting to sign the Out-of-Work list must not be employed by a Union Signatory Construction Employer and available for work at the moment of registration. Applicants who qualify for Book I, II, III, or IV status, and have never signed the Local Unions Out-of-Work list, must submit their Travel Letters and Dues Receipt as instructed on the IBEW Local 291 website. All applicants must register on the Out-of-Work list via the IBEW Local 291 website. The following conditions will apply to all online Book signings:

1. Registrations for the Books will be completed between 8:01am and 4:00pm. Applicants registering after 4:00pm and before 8:00am will be registered in the order they are received after Dispatch has begun.
2. Online signings between 8:01am and 4:00pm will be completed after Dispatch has begun.
3. Applicants for employment shall not be eligible for dispatch while they are employed in the Electrical industry.

All Union members must provide the following to be eligible for the Out-of-Work list:

1. Evidence of qualification
2. Picture identification
3. Letter of introduction, or equivalent

Non-Members of a Local Union must provide the following to be eligible for the Out-of-Work list:

1. Evidence of qualification
2. Picture identification

The resigning period for IBEW Local 291s Books will begin on the 10th at 12:00am and end at 11:59pm on the 16th of each month. Resigning is required by each applicant to maintain their position on the Out-of-Work list. All re-signs must be done via the IBEW Local 291 website. Any applicant failing to resign will be moved to their appropriate spot on the Out-of-Work list upon new registration to the list.

Dispatch Procedure for all Classifications

1. Dispatch will begin promptly at 8:00am and will be completed no later than 4:00pm
2. All unfilled Calls will rollover to the following business day.
3. To be eligible for dispatch, you must bid via IBEW Local 291s website between 5:00pm and 7:59am for the following business day's referral. Applicants will be awarded a Bid based solely on their position on the Out-of-Work list, starting with the lowest number first.
4. All applicants must be personally available at the number they provide to accept a call. If an applicant is not reachable at the listed number, the applicant will forfeit their bid.
5. If an Applicant fails to show-up at the designated start date their name shall be removed from the Out-of-Work list and they must register again to be eligible to bid.
6. All applicants must report to Dispatch by 4:00pm on the day prior to the reporting date requested by the employer. Anyone who rejects their referral after previously accepting will be removed from the Out of Work List.
7. Applicants who are signing the books after a termination or reduction in force will be registered after the regular dispatch has begun.

8. First time registrations will be completed after regular dispatch has begun.
9. Applicants who choose to not report after dispatched to a Call will go to the back of the List

Unfilled Calls – Daily Bid Sheet

When there are unfilled calls, a daily Bid Sheet will be made available at 8:01am to all applicants who did not bid and on a first come, first serve basis. The Daily Bid Sheet will be closed for new signings at 1:00pm and Dispatch will then assign Bids based on the order the Applicants signed the Daily Bid Sheet

Short Calls

Short calls will be dispatched from the appropriate Out-of-Work list and will be of a duration not to exceed 14 Calendars starting on the first day work commences. Waiting time for items such as, but not limited to, drug testing, background screening, delayed starts, or any other period as determined by the Business Manager shall not count towards the 14 calendar days. Any applicant who receives less than the 14 calendar days of work will retain their spot on the Out-of-Work list.

Career Fairs

When the need arises, Electrical Worker Career Fairs may be held by IBEW local 291. It is the intent of these Career Fairs to get applicants face to face with Electrical Contractors who will be given the opportunity to hire those qualified that day. An IBEW Local 291 referral agent or his representative will be present to oversee the dispatching of any applicants for hire outside of this Referral Procedure.

Referral Procedure

Referral procedures and rules shall be at the sole discretion of the Business Manager as per IBEW 291 bylaws and respective Collective Bargaining Agreements. Any future changes to the procedures or rules outlined above shall automatically become a part of this document upon notification. It shall be the function of the Appeals Committee to consider any complaint from any employee or applicant for employment arising out of the administration of the referral procedure.

Group Registration

The Local Union may designate a time, at the discretion of the Business Manager, for new registrations to be done in a group setting. The order of registration will determine the Applicants spot on the Out-of-Work List.

Anyone intentionally disrupting or abusing the referral process will be removed from the books.