IBEW LOCAL UNION 441
REFERRAL POLICY & PROCEDURES
EFFECTIVE JUNE 2026

QUALIFICATION

Applicants for employment are eligible to sign the "Out of Work List" when they have been separated from their employment in this jurisdiction.

Applicants will be placed on the "Out of Work List" only at their request when they report, in person, to the Union Office. In order for an applicant to be properly placed in an "Out of Work" group, he/she must have an information form properly filled out and on file with this Local Union. Each applicant for employment will be placed in the highest priority group for which he/she qualifies. To sign the out of work book, you have to be unemployed, not working for an electrical contractor, (unless you have obtained written permission from the Business Manager). **If you sign the out of work book while employed, you have terminated your employment. To return to work, you must be re-dispatched. If you circumvent the book system, charges may be filed against you.**

HOURS OF REFERRAL SIGN-IN

Sign-In shall be available during normal operating hours of the Referral Office (from the *close* of morning dispatch until 4:30 pm, Monday through Friday). Initial sign-in may require, where applicable, a signed letter of introduction from their home local Business Manager.

RE-SIGN PROCEDURES

If you are not dispatched to work, you must re-sign once each month to remain on the Book. Re-sign can be accomplished in either of the following ways:

- In person, any working day during normal operating hours of the Local
- By website – www.ibewoc.com
- Online re-signs shall not be required to be sent from the home local union
- By email: referral441@gmail.com

Online re-signs must be received by the Business Office no later than (4:00 pm) on the last working day of the month. Re-signs will require the following information: name, last four digits SS#, along with home local and IBEW card number.

Re-sign shall be required monthly beginning on the 1st working day of the month after 10:00 am and ending on the last working day of the month at 4:00 pm. Additionally, an *in-person* re-sign will be required yearly of all applicants during the month of January. During this *in-person* re-sign month, no online re-signs will be accepted in order to maintain eligibility on the "Out of Work List".

You will be rolled off the Book for failure to re-sign. To get back on the Book, you will be required to re-register in person and will sign the bottom of the Book.

DISPATCH FOR ALL CLASSIFICATIONS

All requests for referral shall be received and recorded by Local Union 441. Requests received by 3:30 pm will be placed on the job line recording by 5:00 pm that day for the following day's dispatch.
Dispatch shall begin at 7:45 am and end at 9:00 am, even if calls are unfilled. Applicants on the "Out of Work List" must report to the Hall in person prior to the 7:45 am dispatch time in order to be eligible.

If an applicant accepts a work referral and any of the following occur, it will be considered the same as quitting the job and the applicant shall lose his/her place on the "Out of Work List" in his/her appropriate Group:

- Does not report to the job on the date or time specified by the contractor
- Visits the job and willfully rejects the work referral
- Voluntarily quits regardless of the length of time worked
- Requests to be laid off

Applicants shall be referred to employers by first referring applicants in Group I in the order of their place on the "Out of Work List." They will then be referred in the same manner successively from the "Out of Work List" in Group II, then Group III, and then Group IV.

The Business Manager is responsible for filling all calls in a timely manner as needed by employers. This means that in an emergency, referral may have to be made outside normal hours using whatever means available to fill calls and place applicants.

In order for an applicant to be referred to a C-10 licensed employer, he/she must show proof of state certification prior to being dispatched, unless expressly waived by the contractor or for a specific job or type of work (i.e., trade show calls, which fall under the category of "maintenance" work).

If an employer rejects you, you must let the Business Office know immediately in order to maintain your position on the Book. **This is not considered a turndown and you will get first look at the next available call.** If you ask to be rejected or laid-off, it will be considered a quit and you will have to re-register in person, signing at the bottom of the Book.

In accordance with the collective bargaining agreement, "holders of currently active C-10 licenses in the State of California shall not be allowed to work under the terms of the Agreement until submitting written evidence that such license has been or is in the process of being inactivated in accordance with the inactivation rules set forth by the California Contractors State License Board." Therefore, any California C-10 license holder will not be eligible to register for referral purposes.

DISPATCH PROCEDURES

INDEFINITE CALLS
Indefinite calls will start with Book I, Number 1, every day.

SHORT CALLS
Short calls will consist of ten (10) consecutive workdays. Saturdays, Sundays, Holidays and non-scheduled workdays do not count as workdays. You can take as many short calls as you want; days do not accumulate from call to call. Once you exceed the ten-day short call time period on one job, you lose your position and will have to sign at the bottom of the Book. All short calls will rotate around the book*, each day starting where they left off the day before.

> *Example: If Page 20 Line 4 took the last short call, the next time there is a short call it will start with Page 20 Line 5.*

***Exception/Calls that will *not* affect the short call rotation**: calls with a two day or less duration, specialty calls, calls outside of normal start time.

> *Example: If you are next up for a short call and the only jobs left are those listed above, you may pass. The Book will start where the last unrestricted job was dispatched.*

IF YOU REFUSE A SHORT CALL, THE ROTATION WILL PASS YOU.

If you quit while on a short call, you will forfeit your position on the Book and will have to re-register in person, signing at the bottom of the Book.

CONVENTION CENTER CALLS
Convention Center calls will consist of ten days worked, consecutive or not.

Beginning September 1, 2009, we will begin a separate Convention Center rotation on Book I. Like all short calls, Convention Center calls will start where they left off the day before. Individuals must complete the paperwork to select the Part-Time Trade Show Journeyman Wireman (JW) designation at the time of dispatch.

IF YOU REFUSE A CONVENTION CENTER CALL, THE ROTATION WILL PASS YOU.

If you quit while on a convention center call, you will forfeit your position on the Book and will have to re-register in person, signing at the bottom of the Book.

CALLS REQUIRING A 4/10 WORK SCHEDULE

Calls requiring a 4/10 work schedule will consist of ten days worked, consecutive or not. These calls will begin where the regular short call rotation begins, but will not be used to further the rotation for the next day.

IF YOU REFUSE A CALL REQUIRING A 4/10 WORK SCHEDULE, THE ROTATION WILL NOT PASS YOU.

If you quit while on a call requiring a 4/10 work schedule, you will forfeit your position on the Book and will have to re-register in person, signing at the bottom of the Book.

Verification of Days Worked: When returning from any call, you must present a termination slip in person or by email to referral.dept@ibewoc.com by 4:00 pm the next working day to return to your original position on the Book and be eligible for another call. In the event you do not receive a termination slip, a check stub may also serve as verification of the number of days worked. Under extenuating circumstances, you may call the Hall by 4:00 pm the next working day (after the date of termination) and notify the referral desk in order to retain your original position. Under this scenario, a termination slip must be received within five working days and **must be received before you are eligible to take another call.**

If you do not have a termination slip or check stub to verify the number of days worked, the Referral Desk will attempt to contact the Employer by phone.

DISCHARGE FOR CAUSE

Any time you are discharged for cause you will be required to re-register in person, signing at the bottom of the Book. Individuals who receive two discharges for cause within a twelve (12) month period will be suspended from future referral privileges until they appear before the Appeals Committee for a determination as to their continued eligibility for referral.

JOURNEYMAN WIREMAN GROUPS

GROUP I All applicants for employment who have four (4) or more years' experience in the trade, are residents of the geographical area constituting the normal construction labor market, have passed a Journeyman Wireman's examination given by a duly constituted Inside Construction Local Union of the IBEW, have been certified as a Journeyman Wireman by any Inside Joint Apprenticeship and Training Committee, or have at least twelve thousand (12,000) hours in the trade, and who have been employed in the trade for a period of at least one (1) year in the last four (4) years in the geographical area covered by the collective bargaining agreement.

GROUP II All applicants for employment who have four (4) or more years' experience in the trade and who have passed a Journeyman Wireman's examination given by a duly constituted Inside Local Union of the IBEW, or have been certified as a Journeyman Wireman by any Inside Joint Apprenticeship and Training Committee, or have at least twelve thousand (12,000) hours experience in the trade.

GROUP III All applicants for employment who have two (2) or more years' experience in the trade, are residents of the geographical area constituting the normal construction labor market, and who have been employed for at least six (6) months in the last three (3) years in the geographical area covered by the collective bargaining agreement.

GROUP IV All applicants for employment who have worked at the trade for more than one (1) year.

GROUP I STATUS

The following Category I language was adopted by the International Office December 23, 2008 and pertains to Group I status for all IBEW local unions:

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 I status in another local union. If that situation occurs, the applicant would have to requalify for Group I status in any previous local union(s) in which he enjoyed Group I status.

Group I status shall be limited to one local union at a time. An applicant who qualifies for Group I in a local union shall be so registered electronically and remain on Group I in that local union unless and until the applicant designates another local union as his or her Group I local union. If an applicant qualifies for Group I status in a local union other than his or her home local union and designates that local as his or her Group I local union, the business manager of the new Group I status local union shall, by electronic means, notify the business manager of the applicant's former Group I status local union.

"APPEALS COMMITTEE"

ANY REGISTRANT THAT DISAGREES WITH THE APPLICATION OF THE DISPATCH PROCEDURE, THE REFERRAL RULES IN THE COLLECTIVE BARGAINING AGREEMENT OR QUESTIONING THE REMOVAL FROM THE OUT OF WORK BOOK OR THE NUMBER OF STRIKES MAY REQUEST IN WRITING TO APPEAR BEFORE THE REFERRAL APPEALS COMMITTEE. THE FOLLOWING LANGUAGE IS QUOTED FROM THE COLLECTIVE BARGAINING AGREEMENT:

An Appeals Committee is hereby established composed of one (1) member appointed by the Union, one (1) member appointed by the Employer or Association, as the case may be, and a Public Member appointed by both these members.

It shall be the function of the Appeals Committee to consider any complaint of any employee or applicant for employment arising out of the administration by the Local Union of Sections 5.4 through 5.15 of the Agreement. The Appeals Committee shall have the power to make a final and binding decision on any such complaint which shall be complied with by the Local Union. The Appeals Committee is authorized to issue procedural rules for the conduct of its business, but it is not authorized to add to, subtract from, or modify any of the provisions of this Agreement and its decision shall be in accord with this Agreement.

THE HIRING HALL RULES WILL BE KEPT POSTED IN THE UNION HALL FOR ALL USERS TO SEE, BUT WILL NOT BE HANDED OUT.

THE UNION MAINTAINS AND PRESERVES OUT OF WORK BOOKS, JOB LISTS, AND CLEARANCE SLIPS. UPON REQUEST, ANY REGISTRANT SIGNED ON THE OUT OF WORK BOOK WILL BE ALLOWED TO SEE THEIR POSITION ON THE OUT OF WORK BOOKS, BUT REFERRAL LISTS WILL NOT BE HANDED OUT.