

IBEW LOCAL 340: REFERRAL POLICY

Effective: July 1, 2015

Inside Wireman Referral Policy

Applicants wishing to sign IBEW Local 340's Out-of-Work Lists/Books must be unemployed (not working in the electrical industry) and available for work.

Any applicant who qualifies for Group I*, II, III & IV status, must sign their name on the appropriate Out-of-Work List.

**Group I Status: Once an applicant qualifies for, requests and is granted Group I status in any local union, s/he shall retain that status in the local union and shall not be required to requalify unless s/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.*

Applicants may sign Out-of-Work Books in person, during normal business hours.

IBEW Local 340 - North Counties: Butte, Glenn, Lassen, Plumas, Shasta, Tehama, Trinity

IBEW Local 340 - South Counties: Yuba, Colusa, Sutter, Yolo, Sacramento, Amador, Nevada*, Sierra*, Alpine*, Placer*, El Dorado* (*these counties west of the main sierra watershed)

Books can be signed at:

2840 El Centro Rd., Sacramento, CA 95833

and/or

700 Locust Street, Redding, CA 96001

Dispatch will be from the Book where the project is located. When an applicant takes a call in the geographical jurisdiction of IBEW Local 340, the applicant's name will be removed from both lists.

Travelers: Initial sign-in may require, where applicable, a signed letter of introduction from their home local Business Manager.

DISPATCH PROCEDURES

The Business Manager is responsible to fill calls in a timely manner as needed by employers. This means, in an emergency, referral may have to be made outside normal hours using whatever means are available to fill calls and place applicants. Any violation or complaint of this procedure may be submitted to the Referral Appeals Committee for adjudication.

About IBEW Local 340's Dispatch

- IBEW Local 340 only utilizes in-person dispatch, applicants must be present to accept a job call during regular job call procedures.
- Dispatch window opens at 8 a.m., Monday thru Friday, in both Halls.

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- All applicants must sign in on a Day Sheet prior to 8:30 a.m. to be eligible to take a job call.
- IBEW Local 340 will dispatch all applicants under a “Day Sheet” system.
- Dispatch begins at 8:30 a.m. and proceeds until all jobs are filled.
- Calls will be first presented to Group I applicants in the order of their place on the Books, and then referring applicants in the same manner successively from the Books in Groups II, III and IV.
- When an applicant takes a call in the geographical jurisdiction of IBEW Local 340, the applicant’s name will be removed from both zone lists.

About IBEW Local 340’s Strike Policy

Applicants will be allowed 2 strikes on the Out-of-Work Lists without penalty, but will be removed from the Out-of-Work List at the 3rd strike. Applicants not available for dispatch will receive a strike except as follows:

- Special skills specified by employer (i.e. Foreman, Welder, Cable Splicer, Traffic Signals)
- Any jobsite outside of the free zone.
- Two one-week vacations per calendar year applied for, in writing to the Business Manager, at least one day before vacation becomes effective. Vacation periods may be applied for concurrently.
- Short Calls.
- An applicant may request to have his/her position on the Books frozen when on state compensation/disability, jury duty, active military reserve duty, official union business, or one (1) week bereavement upon the death of an immediate family member. These requests must be in writing and with certified proof.

Rejection of a qualified applicant by an employer will not be considered a strike. An applicant may only receive one strike per book, per day.

When an applicant accepts a referral, and fails to show to the job, or causes themselves by their own actions, to be rejected by the employer, their name shall be removed from the Out-of-Work Lists and s/he must again sign the Out-of-Work Lists in person.

If after being referred, an applicant is rejected by an employer by no fault of their own, the applicant must return to the Hall in person immediately to notify the Dispatcher of said rejection. Said applicant will not receive a strike and the Dispatcher will return the applicant to the chronological position on the books the applicant held prior to referral.

About IBEW Local 340’s Short Calls

When an employer requests a job call of fourteen (14) calendar days or less, the request will be listed as a Short Call.

Short calls will rotate thru the Books on a single call basis. The front of the Book for that day’s Short Calls will be determined by the previous day’s Short Call. Anyone working on a Short Call

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shall not receive a strike. Any applicant hired and through no fault of their own returns to the Books within fourteen (14) calendar days shall retain their chronological place (original sign in date & time) on the Books, provided the applicant signs back in, in person, within 24 hours of layoff.

JOB CALL RECORDING FOR THE NEXT WORKING DAY

Recording: (916) 927-4239 **Website:** www.ibewlocal340.org

Job Line is updated after 6 p.m.

IBEW LOCAL 340'S MONTHLY RE-SIGN PROCEDURES

BEGINS: 8: a.m. on the 10th of the month / ENDS: 5 p.m. on the 16th of the month

To maintain your place on Local 340's Out-of-Work Lists, you must adhere to the following Monthly Re-Sign Procedures. The easiest way to re-sign is either in person, or via the Local's website. However, if you choose to re-sign via mail, email, or fax, the following information must be provided: Full Name, IBEW Card No., Book type (Inside, Book #, Full Address, Phone Numbers, and Email address.

INSTRUCTIONS FOR LOCAL 340 RE-SIGN

IN PERSON - Visit either Hall (SACRAMENTO or REDDING) - weekdays during the re-sign days (excluding holidays) between the hours of 8 a.m. and 4:45 p.m. Pacific Time.

VIA THE WEBSITE -

- Visit: www.ibewlocal340.org
- Click Member Resources, and log into the secure site with your username and password
- At top, left corner under Job orders/Sign In, click on "Sign In"
- Click the box at the bottom of the page that reads "Re-Sign"

MAIL, EMAIL OR FAX - MUST BE RECEIVED (not postmarked!) in the Business Office with all required information by 5 p.m. on the 16th of the month.

U.S. MAIL – Mail IBEW Local 340's Re-Sign Form or a letter with all required information to:

IBEW LU 340 Re-Sign
2840 El Centro Rd. #115
Sacramento, CA 95833

VIA FAX – Fax IBEW Local 340's Re-Sign Form or a letter with all required information to:

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916-520-3763

VIA EMAIL– Type “Re-Sign” in the subject line and send all required information via email to:

re-sign@ibewlocal340.org