

IBEW LOCAL UNION #110 AVAILABLE FOR WORK REFERRAL OFFICE POLICIES AND PROCEDURES EFFECTIVE JULY 1, 2021



REFERRAL OFFICE 651-776-4239 EXT. 740
JOB LINE www.ibew110.org or 651-776-4239 Options 3 – 1
Web Resign www.ibew110.org or “Unions Get It” App

OFFICE HOURS: 7:30 AM – 3:30 PM MONDAY - FRIDAY
DISPATCH HOURS: 8:00 AM START MONDAY - FRIDAY

*THE FOLLOWING POLICIES AND PROCEDURES SUPPLEMENT THOSE
CONTAINED IN THE LABOR AGREEMENT AND ARE SUBJECT TO CHANGE.*

Available for Work List: IBEW Local 110 operates an Available for Work list. Applicants must be *currently available* for work as a prerequisite to sign Books I, II, III, and IV. By signing the Book, you are verifying that you are immediately available for work without delay.

REGISTRATION FOR REFERRAL:

Hiring Hall Registration Form: All applicants must be *currently available* for work in order to register. We will allow any out of work traveling Brothers and Sisters to sign the Available for Work book with an email from their Home Local Union sent to referral@ibew110.org. The email must include the following information: name, address, telephone number, email address, classification, card number, last 4 of SSN and a current dues receipt. Book signings coming from the home local will not need a Letter of Introduction. After registering the member on the appropriate book, we will email him/her referral procedures as verification of book signing.

In Person: Book II, III, and IV applicants for employment must present a current “Letter of Introduction” (dated within the last 90 days) from their home Local and **completely** fill out an “Application for Registration Form.”

Work Experience: Applicants may be required to furnish proof of certification to the contractor to qualify for employment. Keep your cards and certifications for classes you take.

Re-sign: You are required to resign **monthly**, beginning the month following your original bench date, within five (5) days either side of your original bench date, by any of the following means: www.IBEW110.org, “Unions Get It” App, in person, or U.S. mail. **You are required to do an annual in person resign on the anniversary of your bench date.** This is to be done **each year** within five (5) days either side of your original bench date.

Separations: Members must bench themselves upon their separation. This can be done via phone / a message on voice mail; however, you must report in person to the Referral Office no more than 7 days after separation to maintain that bench date on the Available for Work List. Failure to report within 7 days of benching – your new bench date will be the date you report in person to the Local 110 Referral Office. *(Upon separation from a short call, you must bench yourself the day of separation – this may be done via phone / a message on voice mail or in person.)*

REFERRAL PROCEDURES

Job Line / Referrals: The jobs that have been submitted by contractors will be on our local union website, “Unions Get It” app, and on the job line. These jobs will be updated daily by 5:00 p.m.

Indefinite Calls and Short Calls: To accept a job – Go to our website or “Unions Get It” app to the ‘Member Login’ and enter your **User Name** and **Password** to login. After logging in click ‘Member Menu’– ‘Bid on Jobs’ that will list the jobs and allow you to bid. If you do not have access to the internet you can bid on our phone jobline. After listening to the available requests (beginning 5:00 p.m. until 7:00 a.m. the next business day), press 1 at the end of the message and leave your name, card number, phone number and the jobs you will accept. Leave no other messages on this line. The Referral Office will put all bids in bench date order and the applicant with the oldest bench date will receive a call to report to work usually for the following work day. You must have the stated qualifications to bid on a job. If you bid on a job that you do not qualify for, you will be removed from the list. An applicant, who leaves a message to accept a referral and then declines or does not answer when called or is a “no-show”, will be removed from the list.

Jamie M. McNamara
BUSINESS MANAGER
FINANCIAL SECRETARY

1330 Conway Street
Suite 110
St. Paul, Minnesota 55106

651-776-4239
Fax: 651-772-8795
www.ibew110.org

Referral Office
651-776-4239 ext. 740



Strike System: If you fail to bid for all calls for journey workers and they pass you for three (3) days you will be removed from the “Available for Work” list. Calls listed as Non-Strikeable or Short Call are exempt from strikes. You would only receive one (1) strike per day. If the same call runs for multiple days in a row, you could receive a strike for each day. If a call has exceptions for the strike procedures, i.e., CDL, Certified Welder, Minority, Foreman, etc. it will be clearly stated in the jobline information. If you have notified the Referral Office that you are working out of town for an IBEW Local; you are on medical leave; you are rejected or spun by a contractor; on military assignment or salting with a Local Union 110 organizer and this information is verified – you will be exempt from receiving a strike. The Business Manager may, at their discretion, suspend the strike system as needed to fill calls.

Calls will start after 8:00 a.m.

The jobs listed will be the only ones offered out the following workday unless a situation would arise requiring immediate action. The Business Manager is responsible to fill calls in a timely manner. This means in certain situations, referral may have to be made outside the normal hours using whatever means are available to fill calls and place registrants.

Referrals: Referral will be dispatched by telephone and will be made only to the applicant registered for referral.

Referral Slips: Referral slips will only be emailed from LU 110 to the contractor.

Building Trades Cards: Minnesota Building Trades cards are available for \$21.00.

ERTS - Reciprocity: If wanted, register with your home local.

Order of Referrals:

- Members signing Book I on the same day will be benched in order by their initiation date (oldest date to newest date). Members signing Book II on the same day will be benched in order of the time of day the email is received from their home local or they signed in person.
- Applicants are referred out in chronological order, Book I applicants being referred first, then Book II, III, and IV.
- In the case of calls to satisfy affirmative action requirements or calls requiring special skills the referral agent will make referrals in chronological order to those applicants that made themselves available.
- 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.

Short Calls:

- **Duration of Short Call:** Short calls shall be a maximum of fourteen (14) calendar days – this includes weekends and holidays. This is a rolling list, meaning that we will begin where we left off with the previous short call.
- **Notification of Short Call Termination:** **All Books must notify the Referral Office on the day of the termination.** This can be done on the phone / a message on voice mail to the Referral Office.

Position on Referral List: Applicants who accept a job, and through no fault of their own, are rejected or terminated during the time frame of a short call, will be returned to their former position on the appropriate book.

Working Out of Town:

- A Book I applicant *must* notify the Local 110 Referral Office when you take a call in another local. You must also notify the Local 110 Referral Office when you are no longer employed in another local.
- **Travelers:** Travelers registered for referral through Local Union 110 must notify the Referral Office when they accept a call in another local.

Discharge for Cause

Any individual who receives two (2) discharges for cause or has had **four (4) recorded customer / contractor complaints** within a twelve (12) month period are to be suspended from future referral privileges until they appear before the Appeals Committee. The committee will make a determination as to their eligibility for referral. Any member who feels the referral office has wronged them or unjustly suspended them from referral eligibility, due to discharges, may make a written request to the Business Manager to have their case heard by the referral appeals committee. The committee will meet in a timely manner when a request has been received to hear an appeal.

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06/30/2021