

IBEW 233 Sign-in Sheet & Referral Procedure

THIS MUST BE FAXED TO 406-442-7985 (Helena office).

You won't be placed on the out-of-work books until this form is complete and received in the Helena office. Wait a few minutes and call 1-800-646-5540 to make sure it arrived.

PRINT LEGIBLY

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Email address _____

IBEW Local _____ IBEW Card Number _____

Date Dues Are Paid Through _____

Montana Electrical License (Circle One)

No MT License Master Journeyman License Number _____

Phone Number #1 _____

Phone Number #2 _____

Check which Books you're eligible for and want to be on.				
	Book 1	Book 2	Book 3	Book 4
Inside Electrician	Long <input type="checkbox"/>	Long <input type="checkbox"/>	Long <input type="checkbox"/>	Long <input type="checkbox"/>
	Short <input type="checkbox"/>	Short <input type="checkbox"/>	Short <input type="checkbox"/>	Short <input type="checkbox"/>
Residential Electrician	Long <input type="checkbox"/>	Long <input type="checkbox"/>	Long <input type="checkbox"/>	Long <input type="checkbox"/>
	Short <input type="checkbox"/>	Short <input type="checkbox"/>	Short <input type="checkbox"/>	Short <input type="checkbox"/>
VDV	Long <input type="checkbox"/>	Long <input type="checkbox"/>	Long <input type="checkbox"/>	Long <input type="checkbox"/>
	Short <input type="checkbox"/>	Short <input type="checkbox"/>	Short <input type="checkbox"/>	Short <input type="checkbox"/>

By signing below and placing myself on the out-of-work list of IBEW 233, I agree to the following while on your books:

1. All information on this form is correct and when any mailing or contact information changes, I'll inform IBEW 233 of the changes.
2. Montana law requires an electrician license to work.
3. I will read the posted referral procedure of IBEW 233 and will ask for clarification on anything I don't understand.
4. If I don't have Group I status in IBEW 233 and I accept a long call in another IBEW local, it's expected that I'll remove myself from the books in IBEW 233 in accordance with the IBEW 233 procedure.
5. Any referral changes may be mailed to my Local Union and/or my most recent mailing address.
6. The ability to re-sign via email or fax is offered as a convenience. When I re-sign, I understand it's my responsibility to ensure IBEW 233 has received it.

Signature & Date _____

PLACE

OR

COPY

CURRENT

IBEW

DUES

RECEIPT

HERE

IBEW 233 REFERRAL PROCEDURE

JULY 10, 2012

All times are Mountain Time Zone

1. Original Sign-in: To be placed on the out-of-work list original sign-in must be in person at the Helena, Butte or Great Falls offices. If you were previously on the out-of-work list but not within the last twelve calendar months you must sign-in in person again. The IBEW 233 sign-in sheet must be completely & correctly filled out or it will be treated as not being received. Union member applicants must present a current dues receipt and non-members must document their experience. Applicant will be placed on the appropriate out-of-work list in the order they are received in the Helena office. All applicants are required to keep IBEW 233 informed as to any changes in their contact information.

2. Returning a referral: When an applicant for employment receives a referral and elects to return the referral before beginning employment, they may be dropped from the out-of-work list, on a case-by-case basis, as decided by the Business Manager.

3. Long Call/Short Call lists: The long call and/or short call list may be signed. Short calls are 14 calendar days or less and shall not be extended beyond 14 calendar days or turned into a long call. Working on a short call doesn't prevent anyone from taking a long call but they must end their short call employment no later than noon that same day. When finished with the short call, re-sign to the short call book must be completed in accordance with the procedures in #8 below.

4. Job-line: Calls are on the job-line from **5:30 pm** until **8:30 am** the following day. Call **406-449-5540 within the Helena area or via cell phone or 800-646-5540 outside the Helena area on a landline**. If there's no answer, there are no calls. All referral calls will be logged and maintained in the Helena Office for a period of six calendar months.

5. Eligibility for referral: Eligibility for dispatch requires a message on the job-line or a personal appearance at the Helena office or notification by phone to the Helena office between **8:30 am** and **9:30 am** notifying the dispatcher the applicant wants one of the available jobs.

6. Dispatch: Dispatch will start at **9:45 am**. Eligible applicants with two phone numbers (maximum) on the book will be called at the second number if there is no answer at the first number. Busy numbers will not be called back. The next eligible applicant on the book will be called when an applicant can't be reached. Dispatch will remain open until all unfilled calls are filled. If there are unfilled calls at 5:00 pm they will be placed back on the job-line.

7. Retention of position: Prior to lay-off, any applicant who receives 80 hours or less employment through no fault of their own shall retain their previous position on the books, excluding a voluntary quit, short call or solicitation of a lay-off.

8. Monthly Re-sign: Re-sign of the out of work list will be the Mountain Time Zone and will begin each month at 12:00 am on the 10th and will end at 5:00 pm on the 16th. The following information must be provided for each type of re-sign: Name, Mailing Address, IBEW Local, IBEW Card Number, Month/Year dues are paid through, phone numbers (two maximum), Books to re-sign.

- In Person
- Fax 406-442-7985
- The re-sign form available on www.ibew233.org
- This is the only email address allowed for re-sign: office@ibew233.org
- US Postal Service – IBEW 233, POB 131, Helena MT 59624. You'll not be re-signed if this hasn't arrived by 8:00 am on the 16th of each month.

It's your responsibility to verify the information is received and correct. Anyone untimely on re-sign will be dropped from the books after the re-sign period ends. In order to remove yourself from the out-of-work list, prior to re-sign, you must submit a written request with the information listed above, via fax, in person or scanned and emailed.

9. Group Status: 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.

Applicants who qualify for Group I status may have their name placed on the out-of-work list, provided they are not employed within the geographical jurisdiction of IBEW 233 by an Employer who has a Collective Bargaining Agreement with IBEW 233 applicable to the list they are signing. Applicants, who qualify for Group 2, 3 or 4 status may have their name placed on the Available-for-Work list, provided they are not employed under a similar Collective Bargaining Agreement within the geographical jurisdiction of any IBEW Local Union (excluding short calls).

10. Emergencies: In an emergency, referrals may be made outside normal hours using whatever means are available to fill calls and place registrants. An emergency is defined as a natural disaster and/or a situation where lives or property need to be protected. Emergencies will not be considered a long call but will be a short call. The days worked will depend on the emergency.

11. Work in another IBEW jurisdiction: If a registrant (other than the highest priority group) accepts a long call in another IBEW Locals' jurisdiction, they must notify the IBEW 233 dispatch office and request, in writing, via fax or scan a letter and email requesting they be removed from the out-of-work list. This writing shall contain the personal information listed in #8 above. IBEW members failing to follow this rule will result in removal from all books and can only be placed back on this list by registering in person. Failure to follow this rule is also a violation of this referral procedure.

12. Turndowns: Being unavailable for referral when work could have been offered to the registrant shall be considered a turndown. **Example:** There are 50 persons on the out-of-work list and there are calls for 4 JW's. Number 37 on the list mans the last job. Every person from #1 to #36 that did not take a job gets a turndown. Turndown of three (3) job calls, on three (3) separate days, at the time of dispatch will result in the applicant being removed from the out-of-work list. Applicants must re-sign in person after being removed from the out-of-work list.

13. Turndown Exceptions:

A. Exceptions from turndowns shall be granted for applicants during:

1. Montana FWP Lakes and Reservoirs Fishing Season
2. Montana FWP Big Game Hunting Seasons

B. Exceptions from turndowns shall be granted for applicants who:

1. Are on jury duty (prior documentation required)
2. Attending to Union Business
3. Are on active military service
4. Are salting for IBEW 233
5. Are temporarily/permanently disabled as determined by a Doctor (prior documentation required)
6. Are on Book 1 and working outside of the jurisdiction of IBEW 233

C. Exceptions from turndowns shall be granted to all applicants:

1. When the call is to an employer that has rejected applicants within the previous six calendar months
2. When the call is to an employer at a reduced scale
3. When the call is to a county covered by a reduced scale MOU or a recovery agreement
4. When the call is to work under any agreement that's not an Inside Agreement between IBEW 233 & Montana Chapter NECA
5. When the call is an emergency call
6. When the call is outside of the applicant's home city
7. On a case-by-case basis as determined by the Business Manager

Effective July 10, 2012