

# **IBEW Local 332 Referral Procedures**

## **Effective December 2016**

**Location: 2125 Canoas Garden Ave. San Jose, CA 95125.**  
**Dispatch business will be performed in the Dispatch Hall only.**  
**The Business Office will not be available for Referral processing.**

**Job Call Recording/Information: 408/979-5533 or [www.ibew332.org](http://www.ibew332.org)**

### **General Rules**

1. IBEW Local 332 is a show up Dispatch Hall.
2. Questions about Referral Procedures shall be referred to the Business Manager or his designated Business Agent(s) only.
3. The Business Manager is responsible to fill all job calls in a timely manner as needed by the employer's signatory to Local 332.
4. Local 332 shall be the sole and exclusive source of referral for employment.
5. Upon dispatch you shall report directly to work. If you accept a job call and do not report to work, you will be cited before the Trial Board unless you have a compelling reason, like an emergency, and notify the Union Office and Employer prior to 9:00am, the day you were dispatched.
6. Applicants removed from the Books must re-register in person.
7. No one may be on Book 1 in Local 332 while registered on Book 1 in any other local union. Violation of this rule may lead to serious sanctions, including, but not limited to: 1) Loss of the privilege of using the Local 332 Referral Hall for up to one (1) year, 2) Fines if the violation leads to employment, and 3) Loss of a job to which a person was improperly dispatched.
8. Each applicant is responsible for providing the proper documents and forms when using the referral system. It will not be the responsibility of Local 332 staff.
9. The terms "Book" and "Out-of-Work List" are used interchangeably.

10. **Applicants on the “Out-of-Work List” (Books) who accept employment in the electrical trade, in any IBEW jurisdiction, shall have their names removed from the Books immediately.**

**Hours: Occurring on normal workdays Monday through Friday per the Inside Agreement.**

Sign-in: 6:30am to 5:00pm each workday. Sign-in becomes effective the next working day. Sign-in is self-serve but assistance is available between 7:00 to 8:00am and 4:00 to 5:00pm.

Re-sign: See Re-sign Procedures beginning on page 3.

Dispatch: Dispatch Hall is open at 6:30am. Dispatch will start at 7:00am and continue until the job calls are filled.

### **Sign-in Procedure**

1. Sign-in will be in person between the hours of 6:30am and 5:00pm in the Dispatch Hall. Sign-in will be self serve but a Dispatcher will be available for assistance between 7:00am to 8:00am and 4:00pm to 5:00pm. Sign-ins will not become effective until the next working day and/or after the proof of an individual’s qualification for a Book has been verified. It would be in the best interest of the applicant to see a Dispatcher if you have not previously signed the Books in Local 332.
2. Fill out a Sign-in form properly (accurately and completely) and time stamp in a place that is legible. Recognizing the concern of submitting personal information, an applicant may choose to submit only the last four digits of their Social Security number and to exclude their birth date, if they are certain that IBEW 332 already has that information in their system. But Local 332 cannot process new applicants without this information.
3. **For Local 332 members, make a copy of your dues receipt along with your termination slip** if you were terminated from a contractor in Local 332. Attach this copy and the green copy of your Sign-in form together and place this in the slot provided on the low dispatch counter. The yellow copy is your receipt. **Do not forget to time stamp your Sign-in form.**

4. For Travelers: Fill out the green Sign-in form completely and accurately. Time stamp the Sign-in form, and separate the green from the yellow.  
Keep the yellow copy. Attach your original travel letter (a copy of the original is OK), a copy of your dues receipt, a copy of your California State Certification, and a copy of your termination slip (if you were just terminated from a signatory contractor in Local 332), with the green Sign-in form. Deposit your completed, necessary documents in the slot provided on the low dispatch counter. It will be processed after 5pm that day. **Do not forget to time stamp.**  
Travelers may elect to have their home local fax a copy of their current travel letter in lieu of an original travel letter. Make sure it is available to the Local 332 Dispatcher prior to signing the Books.
5. If you quit you will not have a termination slip, so check the appropriate box on the Sign-in form.
6. **For all other non-members and new users** to the Local 332 Referral System: Bring your appropriate documents that prove your qualification for a particular classification and Book to the Local 332 Dispatch Office between the hours of 7:00am to 8:00am and 4:00pm to 5:00pm for processing by a Dispatcher.
7. At the end of each workday the Dispatcher will process all sign-ins that are properly submitted. The time stamp will represent the chronological order an applicant will be entered on the appropriate Book.
8. **Sign-in attempts which are not properly submitted will be set aside. The applicant is responsible for providing appropriate information and documentation. Placement on the Books will be made when an applicant meets the requirements to sign the appropriate Book and properly signs in.**

### **Re-sign Procedure**

1. **Everything related to Re-sign requires that it is timely.**

2. Re-sign is monthly, beginning on the 10<sup>th</sup> and ending at 5:00pm on the 16<sup>th</sup> of each month. Local 332 reserves the right to require a yearly Re-sign in person in addition to the monthly Re-sign.
3. If the 16<sup>th</sup> falls on a day when the Dispatch Hall is not open then the Re-sign date will be moved to the next working day.
4. Re-sign may be accomplished in person, by U.S. Mail, fax, or email.
5. In person Re-sign hours with a Dispatcher are 7:00am - 8:00am and 4:00pm - 5:00pm in the Dispatch Hall. In addition self-serve Re-sign will be in person by properly filling out and time stamping a Re-sign form in the Dispatch Hall between 6:30am and 5:00pm.
6. Re-sign will not be accepted by filling out a Sign-in form.
7. **Re-sign by U.S Mail shall require the following: name, address, home local number, IBEW card number, and your signature.** If you are an applicant who is not a member of the IBEW than a state driver's license or government issued picture identification will suffice in lieu of an IBEW card number and signature.
8. **Re-sign by U.S. Mail** requires that the Re-sign letter or post card has a post-date between the 10<sup>th</sup> and the 16<sup>th</sup>. There will be no exceptions to this requirement, except for a holiday on the 16th. See #3 above.
9. **Re-sign by fax or email must be received between 12:01am on the 10<sup>th</sup> of each month and 5:00pm on the 16<sup>th</sup> of each month.** There will be no exceptions to this requirement, except for #3 above.
10. **Re-sign by fax may be accomplished by using the Local 332 fax Re-sign form with a signature.** You may use a different fax form only if you include your name, address, home local number, IBEW card number, and signature, or your government picture ID in lieu of a card number. **The only fax number that will be accepted for re-sign is 1(888) 332-2108.** The fax must be received by 5pm on the 16<sup>th</sup> of each month.
11. **Re-sign by email will be through the IBEW 332 Website only!** If you go to **www.ibew332.org** there is an email Re-sign form that must be used for email Re-sign and the email must be received by 5pm on the 16<sup>th</sup> of each month.

## **Drug Free Applicant Pool**

1. The intent of the Drug Free Applicant Pool is to provide a drug-free workforce for the Electrical Construction Industry. As such, applicant's seeking Drug Free status will submit to a drug screening, and having attained that status will remain in compliance.
2. Continued compliance will partially be addressed by being available for a drug screening when called upon. This may be done by random selection (as elected by the Business Manager) or by a time period requirement. It shall be a condition that to be in compliance with the Drug Free policy that an applicant shall be drug screened no less than once every two years.
3. All job calls are entered as Drug Free for Inside, Residential and MH's.
4. To qualify for a job call an applicant must submit to a drug test and Local 332 must receive verification of a negative result. The testing process will normally take 1 to 5 working days. Local 332 Staff is not responsible for the timeliness of the testing or confirmation process.
5. An applicant must secure a BDA/NECA 332 Test Authorization Form, from an authorized Local 332 Business Agent or Admin during normal business hours, prior to taking a drug test. Local 332 will provide the location and hours of the testing facility at the time of the request.
6. Upon confirmation of a negative test result the testing facility will designate the applicant as eligible for a job call.
7. If an applicant fails this drug screening they shall pay for any further tests.
8. Qualifying for a Drug Free Call will not exempt you from pre-hire drug testing or other drug tests approved by the IBEW 332/NECA Substance Abuse Policy.
9. Testing positive for a prohibited drug will subject an applicant to procedures under the IBEW 332/NECA Substance Abuse Testing Policy.

10. Consult the IBEW 332/NECA Substance Abuse Testing Policy for further information on the adopted language.
11. **Any** communication about an individual's drug test will be referred to BDA/Mourneau Shepell, the administrator of the IBEW 332/NECA Substance Abuse Testing Policy. Their phone number is 888/577-3784

### **Short Calls**

1. Short calls will be 80 hours or less cumulatively for each new sign-in.
2. At the discretion of the Business Manager the length of a short call may be changed.
3. Short calls are a mandatory return.
4. An applicant who is hired and who receives work of eighty (80) hours or less and is terminated **through no fault of their own** shall, upon re-registration, be restored to his/her appropriate place within his/her group. **This is conditional on the applicant re-signing their appropriate Book the day they are laid off or by the end of the next working day.** Otherwise the applicant will lose their place on the Book and will need to sign-in as a new applicant.
5. Return from a Short Call may be done in person during re-sign hours by providing a Dispatcher with your termination slip, or during sign-in hours by filling out the Sign-in form and checking the "Return from Short Call" box. Do not forget to include your hours worked and to attach a copy of your termination slip and dues receipt or I.D. to the green Sign-in form. Then deposit in the slot of the lower dispatch counter.
6. Turn down of a short call will not count as a "ding".

### **Day Book (At the discretion of the Business Manager)**

1. Each morning by 6:30am the Dispatcher will provide a current Out-of-Work List (Day Book) on the dispatch counter.

2. Each applicant who shows up for dispatch shall open the Day Book and initial the line next to their name to be counted present and available for work.
3. At 7:00am the Dispatcher will collect the List and begin dispatch. **No one will be able to initial the List and be available for a job call after dispatch starts. Dispatch starts when the Dispatcher picks up the Day Book on or about 7:00am.**
4. Should job calls go unfilled the Dispatcher will ask if anyone who is currently on the Books and who qualifies for an unfilled job call is available for work. If so the Dispatcher will allow that applicant to initial their name on the Day Book and will then offer job calls to the Day Book registrants, in the proper order. Still failing to fill the job calls the Dispatcher may decide to offer work to applicants not yet on the Out of Work List but who qualify for the appropriate classification.

**Job Turndown: A qualifying turndown may also be known as a “ding”.**

1. The refusal of a regular long call will be considered a turndown (ding).
2. Applicants will be allowed two turndowns without penalty and be removed (rolled) completely off the Book for a third turndown. Such applicant must re-register in person after being removed.
3. Being unavailable for referral when a job call is offered shall be considered a turndown.
4. Refusal of a job call for work normally associated with the scope of work for each applicant’s classification shall be considered a turndown.
5. Rejection of an applicant by an employer (turned around) will not count as a ding and will exclude the applicant from future turndowns for that contractor barring any special circumstances.

6. Job calls requiring special skills or special conditions, such as certification skills or asbestos environments, will not be considered a turndown.
7. If you have never qualified for a Drug Free Call then you will not get a ding for turning one down.
8. If an applicant qualifies for a Drug Free Call and turns one down he/she will receive a ding as long as that call would otherwise be a normal job call.
9. When an applicant takes a short call, and returns in a timely manner, the Dispatcher shall eliminate their previous dings for their current registration.
10. Final decisions on a qualifying turndown shall be made by the Referral Appeals Committee.
11. Applicants will not receive more than one ding for a contractor per sign-in period.
12. Refusal of short call will not count as a ding.

### **Referral Appeals Committee (RAC)**

1. A Referral Appeals Committee is established and will be composed of one (1) member designated by Local 332, one (1) member designated by NECA (Santa Clara Chapter), and one neutral member as designated by both parties.
2. The purpose of this committee will be to consider any complaint from any employee or applicant for employment arising out of the administration of these Referral Procedures, and of the referral language in the following agreements: Article VI, Sections 6.04 through 6.15 of the Inside Agreement or Article IV, Sections 4.04 through 4.19 of the Residential Agreement, and Article III, Sections 3.09 through 3.11 of the Material Handler Agreement.
3. The RAC will also consider issues involving Discharges for Cause and other issues related to the operation of the Dispatch Hall.

4. The RAC shall have the authority to make a final and binding decision of any issue related to its scope, which shall be complied with by Local 332.
5. The RAC is authorized to issue procedural rules for the conduct of its business.
6. The RAC is authorized to add to, subtract from, or modify any of the provisions of the Referral Procedures but its decisions shall be in accord with the respective Agreements.
7. The procedure to take an issue to the Referral Appeals Committee will be to fill out the form “Appeal Form for Referral Appeals Committee”, completely and accurately, and submit it to a Local 332 Business Agent.
8. Submit all information and documents pertinent to your case with the form.
9. It is the intent of the RAC to meet on a regular basis to hear appeals in a timely manner.
10. Recognize that the process will be more productive when the person seeking the appeal provides all necessary information and documentation when submitting their appeal for consideration.
11. If you appeal, you may request a copy of the minutes from your case and a copy will be provided to you when prepared and approved. A written response will be provided.
12. No quorum is required for a decision by the RAC but one member must be the neutral third party.
13. There shall be a 48 hour time limit, from the purported occurrence, to submit a written appeal to the RAC.
14. The applicant may attend the RAC hearing for their case by request.

### **Discharge for Cause**

1. Individuals who receive two Discharges for Cause within a twelve month period will be suspended from future referral privileges until

they appear before the Referral Appeals Committee for a determination as to their continued eligibility for referral.

2. The Referral Appeals Committee (RAC) is empowered to make determinations affecting the ability of an applicant to use the Referral Hall. Determinations may include, but are not limited to, an individual being required to take additional journeyman courses if the problem is the individual's lack of knowledge of certain aspects of the trade. The RAC can also decide that a warning or continued suspension is warranted, depending on the specifics in cases of behavior, attendance or other disciplinary matters, including substance abuse.
3. The RAC is not limited to, but may:
  - a) require the individual to obtain further training before being eligible for referral
  - b) disqualify the individual for referral for a period of up to four (4) weeks or longer
  - c) refer the applicant to an employee assistance program for evaluation and recommended action
  - d) restore the applicant to his/her appropriate place on the referral list.

### **Vacation**

1. While on the Books each applicant will be allowed two (2) weeks vacation, in one (1) week increments per calendar year, for the purposes of re-sign.
2. While on vacation an applicant will not be charged for a turndown of the job calls they were unavailable for.
3. To qualify for the exclusion of a turndown the applicant must have filled out the form in the Dispatch Hall and deposited the time stamped form in the dispatch slot by the day previous to the vacation.
4. The two week vacation is not meant to extend the monthly resign.
5. To take advantage of the vacation clause, fill out a vacation form completely in the Dispatch Hall, time stamp the vacation form, and drop the white copy in the slot on the lower counter. Keep the second copy for your records.

### **Disability:**

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1. If an applicant is on the Books and is unable to work in their trade for an extended period of time, then getting a disability exemption may be possible with the proper documentation.
2. When the applicant is on the Books they will need to provide medical documentation stating that they are unable to work in the trade **until a specific date**.
3. After the applicant has proven the disability the dispatcher will re-sign the applicant to the date given by the medical provider. If there is no date on the doctor's report there can be no extension and the default will be the next re-sign date.
4. Should the disability extend beyond the date given to Local 332 then the applicant needs to provide further documentation on or before the previous disability end date to remain on the Books.
5. To be able to take a call before the expiration of a disability the disabled applicant must present a release form from their physician to go back to work the day previous to taking a job call.