

IBEW LOCAL 697
HIRING HALL RULES, PROCEDURES & RE-SIGN POLICY
REFERRAL PROCEDURE
EFFECTIVE JULY, 2010

1. All applicants for employment must sign the appropriate “**Out of Work**” list.
2. All applicants are required to furnish verified or documented proof of work experience approved by the Hiring Hall Administrator to qualify for employment.
3. Hours of registration are 7:30 a.m. through 4:15 p.m. Monday through Friday.
4. It is the responsibility of the applicant to notify the Hiring Hall of any address or phone number changes.
5. **RE-SIGN** - All applicants must re-sign on the **Second Tuesday of the First Month of Each Quarter.** (*Jan., April, July, Oct.*) Applicants may either re-sign in person or have their Local Union Business Manager re-sign them by fax at 219-945-0650. Hours for re-sign are between 7:30 a.m. and 4:15 p.m.

If you are working a short call, verification of your employment status may be faxed to this office by your Business Manager or the Business Manager of the local in which you are working the short call.

6. **TURN-DOWNS** - Any permanent job referred to someone below you on the Out of Work list is considered a turn-down. Registrants will be allowed **two turn-downs without penalty** and will be rolled completely off the Out of Work List for a third turndown. Turn-downs will be monitored for scheduled permanent calls only. Vacation time (notified in advance), documented emergency cases and specialty work such as High Voltage Splicing will not be considered turn-downs. Accepting, working and completing a short call in Local 697 will re-set your turn-downs to zero.
7. If you are ready to go to work, check on available jobs daily. Jobs are listed on the Job Information Line and on our website at the end of the business day. **Phone 219-844-2775.**
Website is www.ibew697.org
8. To be considered for a job, applicants from all groups of the referral procedure can:
 - A. VOICE MAIL - Leave your name, phone number, card number, BCRC number and referral information on the job line voice mail box. (Follow instructions on the job line.)
 - B. WEB SITE - Leave your name, phone number, card number and referral information on the web site. (Follow instructions on the web site. Use your last name and card number to log in.)
 - C. IN PERSON - Between 7:30 and 9 a.m. you can call the office directly or appear in person to submit your name for available job openings.

Requests will be assigned relative to the applicants’ position on the out of work list. **We must have an available phone number so we can contact you if you are referred for work.** We must speak with you to be assured you have been notified about your referral. *We will notify referral recipients between 9 a.m. and 11 a.m. the day you bid. **Only successful applicants who get job referrals will be called.***

9. **SHORT CALLS** (“14 days or less”) To give all applicants an opportunity to receive work, short calls will be rotated. If you work more than 3 days you will be re-positioned at the bottom of the short call rotation. The completion of any short call will reduce any accumulated turn-downs to zero.
10. **EMERGENCY CALL-OUTS** - When special circumstances arise, the Business Manager will utilize whatever means necessary to fill manpower requests in a fair and equitable manner.
11. 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.

WEB BASED & PHONE-IN VOICE MAIL REFERRALS

If you are registered to the Out of Work List, you will be able to log in by using your last name and card number. You will then have access to:

- Your position on the appropriate out of work list
- Your short call rotation position
- Your number of turn-downs if applicable
- Available jobs
- Lowest position referred to most recent available job
- Submit your name (bid) for jobs in the priority that you wish. You must leave a phone number where you can be contacted **that day** if you are referred. As in the past, **we will contact you if you are referred to work.**

PHONE SYSTEM - You may already be aware that you can submit your name for referral for work by leaving a message on the Hot-Line during the same call when you listen to jobs. Simply follow the instructions on the Hot Line. **Leave your card #, BCRC # and phone # where you can be reached that day.**

As always, you may call between 7:30 and 9:00 a.m. to submit your name for work if you wish. WE ADVISE THAT YOU CHECK FOR AVAILABLE JOBS ANY TIME AFTER 6:00 p.m., WELL AFTER THE END OF THE BUSINESS DAY.

Requirements for Referral

OSHA 10 - Many applicants have inquired about requirements for employment at certain locations. OSHA 10 training is a 10 hour OSHA certification which can be obtained at many locations. Most JATCs offer this training. Construction Advancement Foundation (219-764-2883) offers classes as well as this local’s JATC (219-845-3454). There are also web based services that provide a level of this training.

Drug Testing - Building and Construction Resource Center (BCRC) is the administrator of the drug testing plan Building Trades works under in this jurisdiction. The first time you are **employed** in Local 697's jurisdiction, you will be given a BCRC number. You will be tested when referred. Be careful of over hydrating yourself and having a “diluted specimen” determination.

First Aid/CPR - Certain contractors at certain jobs enforce the requirement that you have Red Cross First Aid/CPR certification.

The last note is a reminder that by registering on the Out of Work list at Local 697 you agree to have your name removed from that list if you receive employment for more than 14 calendar days in any local union. **THIS IS YOUR RESPONSIBILITY!**