

**IBEW Local Union No. 55**  
**Hiring Hall Procedures**

I. General

- a. These Hiring Hall Rules and Procedures are established pursuant the Referral Procedures set forth in Article IV of the Collective Bargaining Agreement (the “Agreement”) between IBEW Local Union No. 55 (the “Union”) and the Missouri Valley Line Constructors Chapter of the National Electrical Contractors Association (“NECA”), which is incorporated by reference hereto.
- b. The Union shall be the sole and exclusive source of referral of applicants for employment.

II. Out of Work List – General

- a. The Union shall maintain an "Out-of-Work List" which each applicant for work shall sign or register based on his or her Classification and Group as described in Article IV of the Agreement. The Out-of-Work List shall list applicants in chronological order of their registration dates.
- b. When a signatory employer has a need for employees, the employer shall advise the Union of the number of needed applicants by Classification. All employer calls for employees must be received by 9:00 AM to be dispatched that day. Any employer calls for employees received after 9:00 AM will be dispatched the following work day.
- c. The employer shall have the right to reject any applicant for employment. Any applicant who is rejected by the employer shall be returned to his most recent position on the Out-of-Work List prior to being referred and rejected by the employer.

III. Registration

- a. No one presently employed in the electrical industry will be allowed to register for the Out-of-Work List.
- b. Registration for the Out-of-Work List must be made by completing a registration form provided by the Union and submitting it to the Union in person. When registering, applicants will be required to produce documentation to prove ID, residency, qualifications, and experience for purposes of ensuring that applicants are registered to the appropriate Classification and Group. Acceptable forms of such documentation include, without limitation, a state-issued driver’s license or ID, an IBEW dues receipt, a letter of introduction from a home local union, pay stubs from past employers, and W-2s.

After submitting the initial registration form to the Union, applicants may update or change information on the registration form in person or via e-mail, fax, or regular mail by submitting an updated registration form that appropriately indicates that the applicant's "information has changed". If the information changed involves the applicant's Classification and/or Group, the applicant may be required to produce documentation as set forth in Article IV of the Agreement.

- c. An applicant may restrict the type of work to which (s)he will be referred by making the appropriate indications on the Union's registration form. An applicant will not be called for any job referral to types of work so indicated as unwanted. Once registered, an applicant may change the type of work (s)he will accept by submitting a new registration form; however doing so will result in the applicant moving to the bottom of the Out-Of-Work List.

#### IV. Renewals

- a. An applicant who has registered on the Out-of-Work List must renew his/her Out-of-Work List application every thirty (30) days, otherwise the applicant will be automatically removed from the Out-of-Work List.
- b. Applicants may renew their application by submitting a written statement that clearly indicates the applicant's desire to renew their Out-of-Work List application, along with the applicant's original sign date, name, address, home local # and IBEW card #, or if not a union member a driver's license or government approved ID. Renewal applications may be sent to the Union via e-mail, FAX, regular mail, or in-person delivery. Applicants may use the Union renewal form, which will be provided upon request. Applicants may use the renewal form to update or change their registration information by appropriately indicating on the renewal form that the applicant's "information has changed" and including the new information. If the information changed involves the applicant's Classification and/or Group, before the change becomes effective the applicant may be required to produce documentation as set forth in Article IV of the Agreement.
- c. Renewals must be **received** by the Union between the 10th and the 16th of each month. Any renewal received by the Union outside of the prescribed period, will not be accepted regardless of any postmark date. It shall be the applicant's responsibility to ensure that the Union has received their renewal by any method other than in-person delivery. If a dispute arises as to whether the Union has received or should have received an applicant's renewal by e-mail or fax the Local shall be held harmless in all cases.
- d. If an applicant is removed from the Out-of-Work List due to a failure to renew between the 10th and the 16<sup>th</sup> of the month, the applicant must register again in person to be placed back on the Out-of-Work List.

## V. Referrals

- a. The Union's referral agent (the "dispatcher") will generally contact applicants for open jobs Monday through Friday, with the exception of observed holidays. However, in an emergency, to fill open jobs in a timely manner as needed by employers, referrals may be made outside normal days using whatever means are available to fill open jobs and place applicants.
- b. Applicants may indicate a primary and secondary phone number by which to be contacted for job referrals. The dispatcher will call both numbers in an attempt to contact the applicant, but will not make any additional calls beyond two (2) for each applicant. If the dispatcher is unable to reach an applicant, the dispatcher will continue to call other applicants until the job is filled. If an applicant who was previously contacted calls the dispatcher back before the job is filled, that applicant shall have the right to accept the referral.
- c. If an applicant is unable to be reached or fails to call the dispatcher back before the job is filled, that applicant shall be deemed by the Union as having refused the job.
- d. An applicant may refuse two (2) offers of work without penalty. A third refusal shall result in the applicant being rolled to the bottom of that Out-of-Work List. If the applicant refuses three offers of work a second time (for a total of six refusals) the applicant will be removed from the Out-of-Work List. If so removed, the applicant must register again in person to get back on the Out-of-Work List. An applicant shall not incur more than one (1) refusal per day.
- e. Subject to Article II, Section (c) and Article VI, Section (a), once an applicant accepts a job referral, (s)he will be removed from the Out-of-Work List. Thus any applicant who accepts a job referral and subsequently decides to turn the job down or fails to show for the job, must again register on the Out-of-Work List in order to become eligible for job referrals.
- f. All referrals for work in the Union's jurisdiction must generally be issued and signed by applicants at the Union hall. Email and fax are unacceptable methods of job referral; however, exceptions may be made for jobs covered by an international agreement and jobs that initiate in another local union's jurisdiction and subsequently cross into the Union's jurisdiction.

## VI. Short Jobs

- a. A short job shall be defined as a job that lasts 40 hours of work or less. If an applicant accepts a referral designated as a short job, (s)he shall maintain his/her position on the Out-of-Work List provided the applicant continues renew his/her Out-of-Work List application as set forth in Article IV of the Agreement.

- b. If a designated short job lasts beyond 40 hours, it will no longer be deemed a short job and applicants referred to that job will be removed from the Out-of-Work List. If a short job call extends beyond 40 hours due to unforeseen circumstances, the applicant or employer may contact the Union to determine whether an exception is possible.
- c. When an applicant accepts a referral designated as short job, the applicant must complete the job and then, upon completion of the short job, submit his/her termination slip to the Union in order to regain eligibility for any job referrals. The applicant will not receive any job referrals for the duration of the accepted short job.
- d. In accordance with Section 4.13 of the Agreement, “An applicant who is hired and who receives, through no fault of his own, work of forty hours or less shall, upon re-registration, be restored to his appropriate place within his Group.”

## VII. Referral Leaves of Absence

- a. An applicant who has registered on the Out-of-Work List may request a Referral Leave of Absence (“Referral Leave”). Referral Leave will allow an applicant to remain on the Out-of-Work List and maintain his/her relative position without having to renew his/her application each month. The Referral Leave shall remain in effect until the applicant notifies the Union in writing that (s)he is again available for referral, thereby canceling his/her Referral Leave. Applicants on Referral Leave will be skipped for all job calls until such notification.
- b. If an applicant wishes to be placed on Referral Leave, (s)he must submit a request to the Union in writing stating the reason for and dates of the requested Referral Leave. Acceptable reasons for Referral Leave shall be limited to the following reasons: family and medical reasons specified under the Family Medical Leave Act, jury duty, or military training or active duty. The Union may request documentation regarding an applicant’s reason for Referral Leave. Failure to provide such requested documentation may be grounds for denial. Regarding military training or leave, USERRA (Uniformed Services Employment and Reemployment Rights Act of 1994) governs certain aspects related to referral and all aspects of USERRA shall be complied with in relation to referral procedure. Requests for Referral Leave for jury duty will generally be granted upon proof of juror summons.

## VIII. Equal Opportunity Pledge

- a. The Union will not discriminate against applicants based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.