

ADMINISTRATIVE RULES FOR REGISTRATION AND REFERRAL OF APPLICANTS FOR EMPLOYMENT

Pursuant to the authority of Article III of the Collective Bargaining Agreement, the following procedural rules will govern referrals and sign-ups within the jurisdiction of Local Union #159 I.B.E.W.

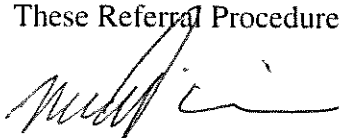
1. Local Union #159 Referral Office, located at 5303 Fen Oak Drive, Madison, Wisconsin, 53718 sign in hours are 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.
2. All referrals shall be in accordance with the current collective bargaining agreement. The CBA shall take precedence over any conflict with these administrative rules.
3. Each applicant must prove unemployment with a severance slip from their latest employer or a letter from his business manager stating "unemployment" at the time registration.
4. Applicants must re-sign the out of work list during the re-sign period from the 10th through the 16th each month, regardless of when they initially signed and must come back to re-sign in person, if their unemployment lasts one year. They may sign in person, by mail, fax or email to remain on the out of work book.
5. If the applicant fails to re-sign the out of work book in the classification during the re-sign period of the 10th through the 16th each month, their name will be removed from all books they are signed to.
6. It is the responsibility of the Business Manager of the Local Union to supply the manpower to the contractor within forty-eight hours of a request for manpower. In the interest of maintaining an efficient referral system, all calls for referral will be placed on the recorder and entered in the re-sign/referral link on Local #159's website by 5:00 p.m. Bids are accepted from 5:00 p.m. until 7:00 a.m. the following day. However, emergency referrals may have to be made outside normal hours, using whatever means available to fill calls and place registrants
7. If you bid on a call you need to be by your phone between 7:30 a.m. to 10:00 a.m. to verbally accept or deny the call you bid on. When the local calls you and there is no answer, they will leave a message. You have 10 minutes to call the local back before this is considered a turndown and the local moves on to the next bidder.
8. All respondents will be ranked according to their referral position. The successful applicants will be notified by phone the next business day following the Employer's request for manpower. The Local will call the employer to verify acceptance for the highest ranked applicant. The Local will send out referral slips by email to the applicant and employer. Referrals will still be available to be picked up at the hall. The contact information along with start time and location will be provided on the referral. If the employer refuses an applicant, the applicant will be notified by the hall. If the employer refuses an applicant, the Local will repeat the above process with the employer and applicants until there is an accepted applicant or all applicants have been exhausted. The Local and employer will make all efforts to complete this referral process by 12:00, noon, but will not be limited by that time if the process requires a longer time frame.
9. OPEN CALLS. Once a call has been posted and allowed to be bid on from 5pm to 7am it will be classified as an Open Call at the end of the bid period if no one has bid on and been accepted for that

call. If there are multiple positions for the same call all positions still open after the bid period will be classified as Open Calls. Any applicant who is qualified to accept the call may take an Open Call at anytime during the day. When an applicant states they want to take the call the Local will call the employer to verify acceptance. The Local will send out referral slips by email to the applicant and employer. Referrals will still be available to be picked up at the hall. The contact information along with start time and location will be provided on the referral. If the employer refuses an applicant, s/he will be notified by the hall by noon 12:00.

10. Apprentice referral is also covered by policies governed by the Joint Apprenticeship and Training Committee. Apprentices do not sign the book or resign but rather are placed on the book based on Referral and JATC policies. Apprentices do not bid on calls but will be assigned by the Referral Office based on the JATC policies.
11. A short call will be 14 calendar days or less. If you are working a short call, you are still responsible to re-sign the book during the monthly re-sign period to retain your place on the out of work book. At the discretion of the Business Manager, a short call may be extended. At the end of the short call, you must come back to the hall or email referral with your termination slip to put you back on available for work status.
12. Applicants who accept referral for employment and who receive, through no fault of their own, eighty (80) hours or less of employment, shall be returned to their appropriate position in the "Out of Work Book."
13. Upon completion of a call, (long or short) the applicant must return to, or email the referral office at referral@ibew159.org, and sign the out of work book. If out of work and interested in working in Local #159, the applicant is responsible for bidding for work either on the job line (608) 255-0169 or through the re-sign/referral link on Local #159's website from 5:00 p.m. until 7:00 a.m. the following day. If successful in bidding a call, the referral agent will call the applicant after 7:30 a.m., at the number listed at registration. Applicants will be referred for employment in the order they are registered on the out of work book.
14. If a person accepts a call for a job, and then decides to turn down the job, (NO SHOW), that person will be removed from the out of work book. In order to be placed back on the book, that person will have to come back to the referral office or email to re-sign at the bottom of the list.
15. Individuals who receive two (2) discharges for cause within a twelve (12) month period will be suspended from future referral privileges until they appear before the Local Union Appeals Committee for a determination as to their continued eligibility for referral.
16. Any person called to "active duty" while on the "Out of Work" list shall have their name marked "active duty" and will hold their place on the list without re-registering, until their return from active duty. They must notify the referral agent within fifteen (15) working days of their return.
17. In the event of bankruptcy, employees of the bankrupt company will remain on the respective job, project, or time and material account where they are working at the time bankruptcy is declared, if they so desire. They will become employees of whichever employer assumes the obligation of completing the job or project or acquires an agreement with a customer to provide services on a time and material basis.

18. This transfer will take place with the provision that employees so transferred, will remain employees of the Employer only so long as they remain on the particular job, project or time and material account which caused the transfer. When such a particular job or project is completed, or no more work is available on a time and material account, the employee so transferred will not be permitted to work on other jobs but must be laid off.
19. This arrangement will remain in effect until all applicants for employment, who have signed the referral book, prior to the date that the bankruptcy is declared, have been employed. This arrangement shall be applied separately and distinctly to each priority group defined in Article IX, Section 9.05 of the Working Agreement. Employees who are sick, injured or on vacation on the day that bankruptcy is declared and who are not sick, injured or on vacation, shall be considered as laid off due to lack of work.
20. The Labor Agreement provides for an "Appeals Committee" to be established and is to be composed of one (1) member appointed by the Union, one (1) member appointed by the Employer and a Public member, appointed by both of these members. It shall be the function of the "Appeals Committee" to consider any complaint of any employee or applicant for employment arising out of the Administration by the Local Union of Sections 9.16 – 9.20 of Article IX of this Agreement. The "Appeals Committee" shall have the power to make a final decision on any such complaint. Appeals must be filed within thirty (30) days of the last occurrence of the alleged violation. Any such complaint shall be submitted in writing to the union office, to the attention of the Appeals Committee.
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| <u>Union Member</u> | <u>Employer Member</u> | <u>Public Member</u> |
| Tim Bates, President | Darren Johnson | Appointed by consensus |
| 5303 Fen Oak Dr | 2200 Kilgust Rd. | of Union and Employer |
| Madison, WI 53718 | Madison, WI. 53713 | Members |
21. In accordance with IBEW International Policy, once an applicant qualifies for, requests and is granted Group I status in any Local Union, they shall retain that status in the Local Union and shall not be required to requalify unless they qualify for, request, and are granted Group I status in another Local. If that situation occurs, the applicant would have to requalify for Group I status in any previous Local Unions in which they enjoyed Group I status. In the interest of clarification, one year will be 2000 hours worked under the Inside Agreement in a four-year period."

These Referral Procedures shall be implemented effective, June 1, 2023 without exception.



Mike Killian, Business Manager
IBEW Local Union #159

