

**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. An applicant that has registered on the Out-of-Work List will be eligible to bid jobs on line at ibew55.org. Applicants may bid all jobs they are eligible for, between the hours of 4:30PM and 7:30AM Monday through Friday and 4:30PM Friday to 7:30AM Monday. applicants will only receive calls for the work that they have bid on. Any job that is on our books after 8:00AM the following day will be considered an open/standing job call and may be bid on by registered applicants during normal business hours, in person or by phone.
- c. When a signatory employer has a need for employees, the employer shall advise the Union of the number of needed applicants by submitting a completed job form, supplied by the Union. All employer calls for employees must be received by 2:00 PM to be put on the job bid list that day . Any employer calls for employees received after 2:00 PM may be put on the job bid list the following work day.
- d. The employer shall have the right to reject any applicant for employment. Any applicant who is rejected by the employer shall maintain his most recent position on the Out-of-Work List prior to being 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 documentation include, without limitation, a state-issued driver's license or ID, an IBEW dues receipt, a current (month) letter of introduction from a home local union, pay stubs from past employers, and W-2s.

- c. 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.

IV. Re-Sign

- a. An applicant who has registered on the Out-of-Work List must renew his/her Out-of-Work List application between the 10th and 16th of each month or the applicant will be automatically removed from the Out-of-Work List.
- b. Applicants may renew their registration by going on line to ibew55.org or by submitting a completed re-sign form supplied by the Union hall. Re-sign forms may be sent to the Union via e-mail, FAX, regular mail, or in-person delivery. Applicants may use the re-sign form to update or change their registration information by appropriately indicating on the re-sign 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. Re-sign forms must be **received** by the Union between the 10th and the 16th of each month. Any re-sign 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 re-sign 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 re-sign 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 re-sign between the 10th and the 16th 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 that have bid on jobs Monday through Friday starting around 9AM, with the exception of observed holidays. However, in an emergency, to fill jobs in a timely manner as needed by

employers, referrals may be made outside normal days using whatever means are available to fill 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 that has bid on work is unable to be reached, or fails to call the dispatcher back before the job is filled, or is called then turns the work down, that applicant shall be deemed by the Union as having refused the job and shall receive a strike.
- d. An applicant may refuse five (5) offers of work without penalty. A sixth (6) refusal (strike) shall result in the applicant being 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) strike per day.
- e. Per Article XIV, Section 10. of Local Union 55 Bylaws, “The Business Manager shall devise such means as are considered practical and fair in the distribution of available jobs to qualified members.”
Local 55 reserves the right to suspend or reinstate the strike rule when the Business Manager deems it necessary to fill job calls. Notice of this action will be posted ASAP on the Unions web site and communicated to the applicants on the Out-of-Work List when contacted for job referrals.
- f. 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.
- g. 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. Other exceptions may be allowed at the Business Managers discretion.

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.

Equal Opportunity Pledge

- c. 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.

