

International Brotherhood of Electrical Workers Local Union 343

Phone: (507) 282-7081 x1 Jobline -or- x710 Referral desk

Fax: (507) 282-1562 Website: www.ibewlocal343.org

Union Hall Address: 9 80th Street SE. Rochester, MN 55904

Union Hall Office Hours: Mon. – Fri. 8:00 a.m. – 4:00 p.m.

REFERRAL AND RE-SIGN PROCEDURE

EFFECTIVE: JAN 1, 2018

SIGN-IN

- 1.0 Original sign-in must be in person at the Rochester office during regular business hours.
- 1.1 Applicants must be unemployed or on a short call, at the time of signing the “Out of Work List”.
- 1.2 Applicants for employment must be able to show proof of termination for his/her last employer, if requested.
- 1.3 Applicants shall sign the appropriate Group/Book in accordance with Article IV, Section 4.05 of the Collective Bargaining Agreement.

RE-SIGN

- 2.0 Applicants shall re-sign **beginning on the 10th and ending on the 16th of each month**, regardless if any of the days are weekends or holidays.
- 2.1 An applicant may re-sign in person, by fax, via the IBEW Local 343 website or by leaving it in the drop box located next to the front door of the Local 343 Rochester Union Hall only. It is the applicant’s responsibility to verify that their re-sign has been received properly. **[Online re-signs will get an automatic confirmation via email provided.]** It is also the applicant’s responsibility to insure that their re-sign is submitted on time. The Local will not make phone calls to remind applicants to get their re-signs sent in.
- 2.2 Per the IBEW International and Local 343 requirements, all re-signs must include applicant’s Name (including middle initial), signature, home Local number, address, IBEW card number, date and phone number. Phone numbers are required in the event of errors or problems with your re-sign. We will not call you to confirm that your re-sign has arrived {see section 2.1}. Online re-signs do not require a signature. If you are not re-signing online, all re-signs must be on the Local 343 Re-sign Sheet, complete and legible.
- 2.3 Any applicant who fails to re-sign according to the required procedure will have their name removed from the “Out of Work List” and **MUST RE-REGISTER IN PERSON**. At that time, they will be placed at the end of the “Out of Work List.” Re-registrations will be taken at the Local 343 Rochester Union Hall (only) during normal business hours.

OTHER:

- 3.0 IBEW Local Union 343 will routinely verify an applicant’s eligibility to remain on Local 343’s “Out of Work List”. If an applicant is on Local 343’s “Out of Work List” for a period of six (6) months or more, Local 343 will contact the applicant’s home Local to verify their employment status. If it is found that the applicant does not meet the criteria to remain on the “Out of Work List”, their name will be removed from Local 343’s “Out of Work List” immediately.
- 3.1 In the event that Local Union 343’s Book I becomes “clear”, members working out of the jurisdiction will be notified that they are needed at home to man our work. The Business Manager will determine when the bench is considered “clear”. Any member who has been notified and chooses to stay working out of the jurisdiction will be rolled from both Long and Short Call Books.

EMPLOYER'S RESPONSIBILITY

- 4.0 All employer requests for manpower must have Referral Call Sheet filled out completely and faxed or submitted **online via online website** to Rochester Union Hall by 3:00 p.m. Referral Calls Sheets arriving after 3:00 p.m. will not go on the recorder and website until the next business day.
- 4.1 All employer requests must include city of the first job the employee is to report to.

JOB CALLS

- 5.0 All calls for manpower will be posted on the Local's job line recorder and website daily from 4:00 p.m. until 8:00 a.m. the next business morning. **Jobline (recorder) phone number is (507) 282-7081 x1** and the Referral desk is x710. Website address is www.ibewlocal343.org. [Click on the "Jobs/Calls" section]
 - 5.0 (a) The Union will use good faith efforts to accommodate employer requests for minority, women, or other protected classes of workers consistent with applicable governmental or project-owner workforce goals.
- 5.1 Prior to receiving a call, all applicants for employment must be signed to his/her appropriate Book and upon registration, have indicated he/she is available for work.
- 5.2 Individuals interested in a call that has been posted, must call the Local 343 Referral desk between 8:00 a.m. and 10:00 a.m. and speak to the Referral agent. **NO MESSAGES ACCEPTED.**
- 5.3 Applicants receiving the calls will be contacted between **10:00 a.m. and 11:30 a.m.**, unless otherwise stated. All calls for manpower will be awarded to applicants, in chronological order, first from Book I, then Book II, then Book III, then Book IV. Local 343 does not leave messages for applicants who are awarded calls. We must speak with **you** directly to ensure proper delivery of all necessary information for employment. If an applicant does not answer their phone, we will award the job to the next eligible applicant if we don't hear from you by Noon. Awarded applicant's position on the book numbers are posted on the recorder/website after 4:00 p.m. daily. Local 343 Referral slips will be sent directly to the employer.
 - 5.3(a). When calls are not filled within 48 hours, unfilled calls will be dispatched all day until filled. They will be filled on a first come first serve bases outside of normal referral hours of 8am-10am.
- 5.4 **IN THE EVENT OF AN EMERGENCY**, if the Business Manager deems it necessary to fill calls outside of the normal business hours, Local 343 will call registrants from the Book 1 Short Call list in chronological order.
- 5.5 If you are removed from the "Out of Work" List, for whatever reason, you will be removed from both the Long Call and Short Call List.
- 5.6 An applicant, who accepts a call and later declines the same call, shall be removed from the "Out of Work" List (both Short and Long Call books). The applicant must re-sign in person at the Local 343 Rochester Union Hall.
- 5.7 An applicant who is hired for any job and who receives through no fault of their own, work **LESS THAN 80 HOURS ON A LONG CALL**, shall be restored to his/her original place on the "Out of Work List".
 - 5.7 (a) **Prairie Island Nuclear Power Plant Provision**
Any Employee who works four weeks or less (28 days) and fails to pass the security clearance at the Prairie Island Nuclear Power Plant shall retain their previous position on the Long Call Book.
- 5.8 A "Short Call" is defined as one to twenty (1-20) calendar days. Any member working a short call that lasts for **3 WORKING DAYS OR LESS** shall retain their name on the list only after a completed separation notice was received by the Local 343 Rochester Union Hall.
- 5.9 When a call/job is complete, it is the Applicant's responsibility to verify that the Local 343 Rochester Union Hall has received your completed "Local 343 Separation Notice." All separations notices must include your signature, your employer's signature, termination date and reason for separation. Separations notices are required for both Short calls and Long calls.