

## IBEW LOCAL UNION 702 - INSIDE REFERRAL RULES

Updated September 8, 2021

**Registration:** Effective November 2, 2020, applicants will have the capability of initial registration in person, on our website, or by using our online member portal. Current Local 702 members, and travelling members who have been on our books in the past should use the members login tab on the website or download our app. If you are not a member or have not registered in our local before you may go to our website at [www.ibew702.org](http://www.ibew702.org) and use the **Find a Job** tab at the top of the home page to fill out and submit the registration form. A current dues receipt and most recent separation notice is required for all IBEW members to verify job classification for book placement. If you want be eligible for specialty calls make sure to list them on the form (up-to-date certification may be required).

**Job Bidding - Online System (Preferred):** When you register on the out-of-work list you will have the capability of re-signing, checking your book placement, making changes to your registration information, and bidding jobs online. You can access this by going to our website at [www.ibew702.org](http://www.ibew702.org) and clicking the **Members Login** tab at the top of the home page. Upon registering on the out of work list, you will be assigned a user ID and password, your user ID is your union card number and your password is your last name plus the last four digits of your Social Security number. The first time you login you will immediately be prompted to change your password (you must do this before it will allow you to proceed any further). The online system is available for bidding between the hours of 5 PM and 7 AM. When you place a bid for a job online you will receive an email back to let you know that your bid was received (please check your spam/junk folders before contacting the Local Union).

**For Those of You Who Do Not Have the Capabilities to Use the Online System for Job Bidding:** We also offer a phone system that will allow you to bid on jobs by calling the after-hours job line. To access the job line, call 618-932-2102 and follow the prompts. The job line is available between the hours of 5 PM and 7 AM.

**Please use one bid option or the other. We ask that you do not bid the same job online and by phone. There is no need to duplicate your bid, unless you feel that your bid may not have been received.**

**If You Are the Successful Bidder:** You will be contacted via telephone by the referral agent (or his designee) the following morning. The local union has a responsibility to fill calls in a timely manner as needed by employers, therefore if you fail to speak with the referral agent (or his designee) the morning after being awarded a job you will be removed from the out of work list and the call will go to the next person in line. In an emergency situation, referrals may have to be made outside normal hours by whatever means necessary to fill a call.

**Turndowns (Dings):** Turndowns will only apply to the top 25 registrants on the out-of-work list. Each person is allowed two (2) turndowns without losing his/her position on the out of work list. After the third turn down you will be rolled to the bottom of the out of work list. If you are one of the top 25 registrants when a job(s) is listed on the job line or the online system and you do not bid on the job(s), you will receive a turndown, if a job(s) is awarded to a member behind you on the out-of-work list, no exceptions. Rejection by the employer (spun) is not a turndown.

**Re-Sign Procedures:** re-sign is required monthly between the 10<sup>th</sup> and 16<sup>th</sup> of each month. The preferred method of re-signing is online. If you do not have the capabilities to re-sign online, you may use one of the following options: fax (618-932-2311), mail, email ([insidereferral@ibew702.org](mailto:insidereferral@ibew702.org)), or in person. Re-signs require your name and IBEW card number.

**Re-Registration Procedures:** Per Section 4.12 of the Inside Labor Agreement, "An applicant who is hired and who receives, through no fault of his own, work of seven consecutive days or less, shall, upon re-registration, be restored to his appropriate place within his Group.

**Discharge for Cause:** Individuals who receive two (2) discharges for cause within a 12-month period will be suspended from future referral privileges until they appear before the Appeals Committee for a determination as to their continued eligibility for referral.