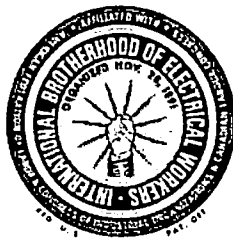


# International Brotherhood of Electrical Workers

Local Union 415

810 Fremont Avenue

Cheyenne, Wyoming 82001



Chartered June 12, 1903

## REFERRAL PROCEDURE IBEW LOCAL 415

Revised July 15, 2010

1. Each initial sign-in may be in person or by fax at the Cheyenne office between the hours of 8:00 am and 5:00 pm, Monday through Friday, except holidays. Union member applicants must have a current dues receipt. It's the responsibility of non-members to document their work experience. The Cheyenne office number is 307-632-5944 or toll free 1-877-415-IBEW (4239). Re-sign will be the first work day of each calendar quarter (January, April, July and October). A grace period of the first fifteen days of each new quarter will be allowed. The re-sign may be in (a) person, (b) by mail, (c) by fax, (d) E-mail, or through our web site ([www.ilocal415.com](http://www.ilocal415.com)). **Re-signs must be received between the 1<sup>st</sup> day of the calendar quarter and close of business on the fifteenth day, anyone untimely on re-sign will be dropped from the book.** It is the responsibility of the applicant to verify the information is received and correct.
2. Applicants must show proof of a Wyoming State Electrical License or Temporary Permit PRIOR to being referred to an employer. City licenses are required by various cities in the jurisdiction, the call will make notice of such. An applicant will be allowed to refuse a job call one (1) time and retain their position on the job list. When the second referral is refused the applicant will be rolled to the bottom of the referral list, this applies to Book I only. If the applicant does not report by the designated time and date on the referral slip, Local 415 reserves the right to cancel the referral and the applicant may be dropped from the out-of-work list on a case-by-case basis.
3. All job calls will be placed on the after hours recorder for dispatch the next day. If you wish to be considered for a job call, you must either leave a message on the machine, or call in or be in the hiring hall between 8:00 am and 8:30 am. Dispatch will begin at 8:30 am and continue until the call or calls are filled. Eligible applicants with two phone numbers (maximum) on the book will be called at the second number if there is no answer at the first number. Unanswered calls will be called twice with a five-minute interval between calls. The next eligible applicant on the book will be called when an applicant can't be reached at their telephone numbers on the book. It is the responsibility of the applicant to be in the Cheyenne office for dispatch if no telephone number is available.
4. Any applicant who receives 80 hours or less employment through no fault of their own shall retain their previous position on the books, excluding a voluntary quit.
5. There will be a separate Book I for the Gillette area, residents only (Campbell, Crook, Niobrara and Weston Counties) and job calls received from the Gillette area will be referred from this book first and then the regular referral Book I before being referred to Book II.



6. "Once an applicant qualifies for, requests and is granted Group I status in any local union, he shall retain that status in the local union and shall not be required to requalify unless he qualifies for, requests and is granted Group I status in another local union. If that situation occurs, the applicant would have to requalify for Group I status in any previous local union(s) in which he enjoyed Group I status." As per letter from International President Edwin D. Hill, dated 12/23/09.
7. Requirements for determining Group I status: \* One year in the last four years; 1752 hours worked will constitute one year. \* For determining commuting distances 70 miles from the jurisdictional boundaries will be used.
8. An appeal to the Appeals Committee must be submitted in writing and not more than five days following the alleged violation.
9. For those on Book II, to check on your position on that book, calls will be accepted from 1:00 PM to 3:00 PM on Mondays and Thursdays only. Book II sign-in's will be added every day at 3:00 PM and a list will be printed every Friday at 3:00 PM.

Fraternally:

Harvey J. Humphrey, Business Manager