

International Brotherhood of Electrical Workers

Local Union 688

Ashland, Crawford, Huron,
Knox, Marion, Morrow, Richland
& Wyandot Counties of Ohio
Phone No. (419) 526-4688

ibew688.org

67 S. Walnut St.
Mansfield, Ohio 44902
Fax (419) 522-0705
Email: resign688@hotmail.com

EFFECTIVE April 1, 2021

REFERRAL PROCEDURE

HIRING HALL RULES, PROCEDURES & RE-SIGN POLICY

The job line number is (419) 526-4688, option 1

- Hours of registration are from **8:00 a.m. to 4:30 p.m.**, Monday thru Friday, excluding Local Union 688's observed holidays.
- All new applicants for employment must initially sign the appropriate "Out of Work" list in person.
- It is the responsibility of the applicant to notify Local Union 688 of any address and/or telephone number changes
- (YOU MUST RESIGN EACH MONTH; OUR RESIGN PERIOD IS THE 10TH THRU THE 16TH.)** Between the hours of 8:00 a.m. to 4:30 p.m. to remain on the "Out of Work" list. The resigns may be made by:
 - Resign in Person
 - Resign by fax (419) 522-0705 from the applicant's Local Union Business Manager
 - Resign by email: resign688@hotmail.com
 - Resign by letter to the Walnut Street address above
- It is the applicants' responsibility to resign each month in order to keep his/her position on the "Out of Work" list. **Local Union 688 is not obligated** to notify you of your resign date. **No late resigns will be accepted. If you do not resign you will be removed from the out of work list.**
- All calls for manpower will be recorded on the job line each business day from 4:30 p.m. to 8:00 a.m. Including "Specialty and Foreman Calls by name." The employer shall have the right to call Foreman by name provided: (a) the employee has not quit or been discharged by his/her Local 688 Employer. (b) The employer shall notify the Business Manager in writing of the name of the individuals who is to be requested for employment as a Foreman. Upon such request, the Business Manager shall refer said Foreman provided the name appears on the highest priority group. (c) When an employee is called as Foreman, he must remain Foreman for 500 hours or must receive a reduction in workforce. Detailed information about each call will be provided. If there are no calls for manpower that day, a message to that effect will be on the recorder.
- You can call the job line after 4:30 p.m. each day, Monday thru Sunday. The jobs listed on the job line on Friday will remain on the job line until Monday at 8:00 a.m. **The job line number is (419) 526-4688, Option 1.**
- Any calls that come in prior to 4:30 p.m. or after 8:00 a.m. each business day will not be valid.**
- The highest priority applicant that leaves his or her name on the job line between 4:30 p.m. - 8:00 a.m. receives the job. It doesn't matter if you're the first to call or the last to call; the job will go to the highest registered applicant on the "Out of Work" list. We will call only those applicants in order, that responded to the job line that are "UP" for the call.
- If you are on the "Out of Work" list and are interested in a referral for any of the job(s) at the conclusion of our recorded information, you will need to: 1.) state your name, 2.) your registration number, 3.) a telephone number(s) that you can be reached at in the morning between 8:00 a.m. -11:00 a.m. and 5.) Specify the job(s) that you are interested in. **An applicant can put his or her name on more than one call, but the applicant must specify 1st choice, 2nd choice, etc.**

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11. All respondents will be ranked according to their position on the "Out of Work" list and will be called in this order between **8:00 a.m. -11:00 a.m.** We will call you at the number(s) that you provided on the recorder. **If we have to leave a message on your answering machine, you will be required to contact us within thirty (30) minutes or lose the opportunity to be placed on the call and receive a turndown.**
12. All respondents who have NOT been contacted by 11:00 a.m. the following morning can assume that their referral position was not high enough to be issued a referral.
13. After 4:30p.m. all applicants can call the job line to check how far the calls went. A detailed message (along with the new job calls) will be on the recorder stating the last applicant that took the call for the job/jobs that were listed.
14. Any unfilled calls, and all new jobs from that day will be put on the recorder that night and referrals will be filled the following day.
15. The applicant will also be instructed to come to the Hiring Hall to sign for his or her referral slip. If the applicant is unable to come in person, he or she must make other arrangements with the Business Manager. If the referral slip has not been signed by the applicant by 4:00 p.m. on the day of dispatch, the call will be put back on the recorder.
16. Any applicant who accepts their job request and does not fulfill their obligation, except in case of emergency, will have to resign the "Out of Work" list. The job that was requested but was left unfilled will go back on the job line the following day.
17. If the applicant is rejected or "turned around" by the contractor, the call will then be placed on the recorder again that night. The applicant will receive a turndown.
18. **Local Union 688 has a 3-strike rule on referrals. Applicants will be allowed three (3) turndowns without penalty and will be rolled completely off the book for a fourth (4th) turndown. However, applicants will have forty-eight (48) hours excluding weekends and holidays to call the job line and be placed at the bottom of the book. If you do not call within forty- eight (48) hours you will then have to re-register.**

* Example*: There are 100 persons on the available "Out of Work" list and there are calls for 4 JW's. Number 37 on the list takes the last job. Every person from #1 to #36 that did not take a job gets a strike. **Being unavailable for referral by not calling the job line when work would have been offered to the applicant shall be considered a turndown.**
19. Only **one** turndown will be given each day. No matter how many job calls are for that day.
20. **Not calling in for a job due to a disability, medical emergency, or death in the immediate family will not result in a turndown as long as you submit documentation within seventy-two (72) hours.**
21. **Not calling in for a job due to jury duty or military service will not result in a turndown as long as you submit documentation within seventy-two (72) hours.**
22. The only exception to the above procedure will be to fill work calls of an emergency nature (as determined by the Business Manager) that would require immediate referral of manpower. In this event, applicants will be called in the order they are on the "Out of Work" list and referred according to timely response.
23. It is the applicants' responsibility to keep track of your position and number of turndowns.
24. IBEW Local 688 members laid off by the employer for a period of ten (10) working days must come into the hall in person and sign their name on the out of work list. Medical conditions will be exempt with physician's verification.