IBEW LOCAL 1393
HIRING HALL REFERRAL POLICY AND PROCEDURES
FOR ALL OUTSIDE AGREEMENTS

*****NOTICE TO ALL APPLICANTS*****

REFERRAL HOURS

1. Referral hours are from 10:00 a.m. to 3:00 p.m. on regular business days.
2. Exceptions to referral hours may occur from time-to-time at the sole discretion of the Business Manager.

OUT OF WORK LIST REGISTRATION

1. **All Applicants for employment are required to use "Union Worx" bid system. Applicants must be successfully registered and have an activated account with "Union Worx".**
    a. **https://ibew1393.unionworx.cloud/**
2. First time non-IBEW members who come into the hall to complete new membership paperwork will be directed to the **"Union Worx"** Cloud to create an account to sign the books.
    a. New membership paperwork is valid for one (1) year from the date it was completed. Applicants with expired new membership paperwork will be removed from the Out of Work List books and will be required to come into the hall to complete new paperwork in order to be placed back on the Out of Work List books.
3. Once **"Union Worx"** account registration is approved, Applicants may then electronically request to place their name on the Out of Work List.
4. Applicant must submit book sign requests prior to 3:00 pm on any business day to be processed onto the Out of Work List books on the same day.
5. All Applicants who are registered for any Out of Work List book will be offered all available and qualifying calls within the total jurisdiction of Local 1393.

OUT OF WORK LIST BOOKS

The following Out of Work List books are available for registration:

1. Journeyman Lineman
2. Journeyman Substation Techs
3. Equipment Operators
4. Groundman Truck Drivers
5. Groundman (Non-CDL holders)
6. Teledata
7. Tree Trimmers

Applicants who register to place their name on the Out of Work List books will be placed on the book that corresponds with their ticketed classification. No member shall be registered on more than one (1) book.

TERMINATION SLIPS

1. Any Applicant who has been previously referred from this Local must have a termination slip on file with the hall in order to be placed on the Out of Work List books.

a. If the hall does not have a termination slip on file for you from your previous employer, you will be asked to provide one before you may be placed on the Out of Work List books.
b. In the event that a member fails to update his working status with a termination slip in the manner stated above, the Applicant's name will be not be placed on the Out of Work List books.
c. Termination slips can be e-mailed to: eadams@ibewlocal1393.com

REQUIRED DOCUMENTS

1. All Applicants who are members of ***other IBEW Locals*** are required to provide a valid dues receipt (yellow ticket) at the time Applicant registers his or her name on the Out of Work List books.
    a. ***Active Local 1393 members are not required to submit dues receipts.***
2. All Applicants, regardless of home local affiliation, are required to have a valid Photo ID on file in order to qualify for employment.
3. Any Applicants who have qualifying designations (certifications) that Applicant wishes to have included on their **"Union Worx"** account must ensure that such certification is on file.
    a. Examples: CDL A, NCCCO, Helicopter Certification, OSHA, etc.
    b. Designations (certifications) that are expired will be not be considered by the **"Union Worx"** bidding software as a qualifying certification related to job bid requirements.
4. Calls may require a specific designation (certification) to be on file in order to bid, per contractor manpower requests.

NAME RE-SIGNS/RENEWALS

1. All Applicants who are registered on the Out of Work List books must renew their name every thirty (30) days between the 10th and the 16th of each month, regardless of your book sign date.
    Example: Applicant signs book on 07/09/25; Applicant's re-sign/renewal will still be due between 07/10/25 and 07/16/25
2. Any Applicant who has not renewed their name in accordance with these rules will be automatically removed from the Out of Work List books without notice.
3. Applicants may at any time request that Dispatch remove their name from an Out of Work List by contacting the hall's main office.

BID SYSTEM RULES

1. Local 1393 will be using a bid system for call outs through **"Union Worx"**:
    a. Applicants are required to have a registered account through Local 1393 **"Union Worx"** in order to utilize this system. Website: https://ibew1393.unionworx.cloud/
    b. Applicants must have an activated account and must be on the active Out of Work List books before 3:00 pm on any business day in order to be eligible for bid calls on the same day.
    c. Job bids will be available from 4:30 pm – 8:00 a.m. Monday through Thursday and from 4:30 pm on Friday through 8:00 a.m. on the following business day.
    d. Bids on jobs will be awarded from 10:00 a.m. to 1:00 p.m. on regular business days.
    e. If an Applicant gets rejected or turned around by an employer through no fault of his or her own, the Applicant shall maintain their previous position on the out of work list book.

2. **It shall be the sole responsibility of the Applicant to notify Dispatch that the employer has rejected or turned Applicant around. Notification should be made within one (1) business day to maintain Applicant's previously held position on the Out of Work List books.**
    a. **The Dispatcher will only call the Applicant if Applicant successfully bids for a job**. Dispatcher will only wait fifteen (15) minutes for a call back verification from Applicant. If Applicant does not answer or does not call back within fifteen (15) minutes, Dispatch will move on to the next person bidding.
    b. Calls that were ran for bid between 4:30 pm and 8:00 am on any given business day, that did not fill will be considered "open." Open calls can be accepted by anyone who was registered on the Out of Work List books and offered the call through the last overnight bidding cycle by calling Dispatch between 1:00 pm and 3:00 pm on the following business day to accept an "open" call. Applicants must contact Dispatch at *(463) 207-9737*.
    c. Any call that has not been filled after one (1) business day (one full job bid cycle) will automatically be reposted for the next bid cycle and offered to all Applicants registered Out of Work List books at that time.
    d. Applicants who call Dispatch to accept an open call will be referred to the job by Dispatch. Dispatch will not hold spots for available work in order for Applicants to contact the company to discuss the project prior to being referred.
    e. Applicant calls/voicemails to Dispatch to take open calls are date and time stamped and will be awarded in such order. If an Applicant submits multiple calls/voicemails, the date and time stamp for their request will be at the last time stamped call or voicemail.

EMPLOYER REFUSALS

1. Local 1393 will not acknowledge any internal "no-hire" lists created by employers. All qualified Applicants will be given an opportunity to bid for employment and Applicants who are awarded jobs through the bid system will be referred out for employment.

2. Any job that goes unfilled due to an employer exercising their right of refusal will be posted on the next bidding cycle as a new manpower request and the forty-eight (48) hour rule as set out in Section 3.06 of the CBA will start over.

DING (STRIKE) RULES

1. **All registered Applicants will be allotted two (2) dings (strikes) of record. At the time of the 3rd ding (strike), the Applicant's name will automatically be removed from the Out of Work List book, without notice.**

NO DINGS (NON-STRIKEABLE OFFENSES)

1. If any Applicant is refused for employment through no fault of their own, no Ding/Strike will be given.
    a. Any Applicant who has been refused for employment must notify Dispatch within one (1) business day of such refusal in order to be placed back on the Out of Work List books in their original spot.

DINGS (STRIKEABLE OFFENSES)

1. **The following shall constitute a "ding" (strike) for Applicants:**
    a. Any Applicant who bids on and is awarded a priority job bid, and who does not complete the referral process will receive one (1) Ding (Strike).
    b. Applicants who bid on and/or are awarded a job or open call job who do not complete the referral process will receive one (1) Ding (Strike).
    c. Any Applicant who contacts Dispatch to accept an open call which was not filled through the bidding process and then does not complete the referral process will receive one (1) Ding (Strike).
    d. Applicants who do not complete the referral system if they: (a) change their mind after winning and/or accepting a job call; (b) by not answering Dispatch's call to complete the referral process; (c) by not calling dispatch back within the allotted fifteen (15) minute time period to complete the referral process; or (d) having a bad contact phone number on file.
    e. Applicants who are removed from the books for having 3 dings (strikes) will be notified via the **"Union Worx"** messaging system at the time of removal.
    f. Applicants who are registered on the Out of Work List books for a period of three (3) months from sign up date, and who have not bid on and/or accepted an available job will automatically be removed from the Out of Work List books without notice.
    g. The Business Manager may, at their discretion, suspend the strike system as needed.

SHORT CALL RULES

1. A short call is defined by Local 1393 as a referral for work that shall not exceed fourteen (14) days, which is inclusive of holidays and weekends.
2. When taking a short call you are expected to complete the short call. However, you may still bid on permanent calls while working on a short call.
3. Applicants must continue to renew/re-sign their name on the Out of Work List books while being referred out on a short call.

REFERRAL AND CLEARANCE

1. Applicants who successfully bid for jobs will receive a clearance referral from Local 1393 prior to beginning work in this jurisdiction.
    a. Clearance referrals will be electronically submitted to the Applicant and to the employer.
2. No Applicant or individual shall begin work in the jurisdiction of Local 1393 without a clearance referral.
3. No Applicant shall contact any signatory employer to solicit work.
4. Any Applicant who begins employment with a signatory contractor under the jurisdiction of Local 1393 without a legal clearance referral may be subject to sanctions by this Local, including but not limited to, removal from a job site and/or applicable union charges at the discretion of the Business Manager. Book jumping will not be tolerated.