

Local 104 Referral Procedure

1. **Any member out of work and seeking employment** must initially get on the "**Out-of-Work List**" by signing Local 104's "Out-of-Work List" in person at any of Local 104's Union halls. **Signing the "Book" or "List"** will make you available for calls.

2. **To request a "Job Assignment"** you must:

- a). Call the Referral phone # 508-734-9106 after 5:00pm each day. You **Must** leave a clear message of who you are, what job or jobs that you are interested in, your ticket number and the best number for the referral agent to call you back at.
- b). Assignments will be filled in order from the "Out-of-Work List" that pertains to a members classification.
- c). If no one calls requesting to fill an open call or an emergency call comes in, the Business Manager will call the next available person on the "List" using traditional call out methods.
- d). **If you Fail to call** into the referral number you **Will Not be called for a job assignment.**

3. **You will be removed** from the "**Out-of-Work List**" if:

- a). You take an assignment that lasts longer than 30 calendar days.
- b.) If you commit to taking an assignment and do not show up for that assignment.
- c). If you take an assignment and quit.
- d). If you fail to re-sign the "Out-of-Work List" between the 14th and 21st of each month.

4. **You Must Re-Sign** the "Out-of-Work List" **between the 14th and 21st** of each month, by any of the following methods:

- a). E-mail your name, phone number and ticket number to referrals@ibew104.org.
- b). Send a fax to 508-660-0986 with your name, phone number and ticket number.
- c). In person to any of Local 104's union halls.
- d). On local 104's web page at www.ibew104.org under the referrals tab.

5. **You may leave a message even if the described job does not match your qualification or certifications. Example:** The job posted requires a CDL "A" driver's License. You may still request that job if you do not have a license, but it would be up to the contractor to accept you for that position, if you do not meet their requirements for that particular job.

6. **At this time (01/01/2017) there Will Not be a penalty** (Strike) for not taking a particular job.

RE-SIGN OUT OF WORK BOOK

DATE:

TIME:

FIRST NAME:

LAST NAME:

PHONE:

CLASSIFICATION:

TICKET NUMBER: