**Local Union #666 IBEW Hiring Hall Rules & Resigns**

International Brotherhood of Electrical Workers

Local Union #666, Richmond, Virginia

www.ibewlocal666.com

1400 E. Nine Mile Road, Highland Springs, VA 23075

Referrals Number: 804-353-9666 ext. 1

Website: [www.ibewlocal666.com/referrals](http://www.ibewlocal666.com/referrals)



Job Line: 804-355-1500

Fax Number: 804-353-9611 Email: resign@ibewlocal666.com

Office Hours: 7:30 a.m. to 5:00 p.m.

Hiring Hall Hours: 7:30 a.m. to 4:30 p.m. (Closed 12:30 to 1:30 p.m.)

|  |
| --- |
| For Books: I, II, III, IV, CE & All Other Classifications |
| 1 | Daily Check-in | 7:30 a.m. – 9:00 a.m. |
| 2 | Book Signing | 7:30 a.m. – 4:30 p.m. |
| 3 | Re-signs | 7:30 a.m. – 4:30 p.m. |

**RE-SIGNS**

Books I, II, III, IV, TeleData, CE, and all other classifications must re-sign.

Re-signs are done monthly to retain your name on the out-of-work list. Re-signs occur on the 10th through the 16th of each month.

Re-signs may be done in person, faxed, mailed, emailed, sent via the Local Union #666 website, or placed in the drop box. Re-signs will not be accepted after 4:30 p.m. on the 16th of the month or before the beginning of the re-sign period. Holidays that fall on any day(s) of the re-sign period will not extend the re-sign. Re-sign will end at 4:30 p.m. on the 16th of each month.

Failure to re-sign by the deadline date and time will cause your name to automatically be dropped from the out-of-work list. If your name is dropped for failure to re-sign on time, you must sign anew in person and receive a new line number from the appropriate out-of-work registration book.

The Union Office will not be responsible for re-signs (other than in person) that have not been verified as being received by the Union Office. Examples: re-signs that are faxed, mailed, emailed, sent via the website, or placed in the drop box.

1. Proof of requirements of all applicants for employment, as outlined by the International Office of The International Brotherhood of Electrical Worker, must be met before the signing of any book(s).
2. No applicant shall be registered unless he/she appears at the hiring hall in person and requests registration on a form to be furnished by the Business Manager.
3. No applicant shall have his/her name entered on the referral list as long as he or she is employed at the electrical trade.
4. All other applicants who appear in person at the hiring hall requesting registration shall be required to fill out an approved application form. Each such applicant meeting this requirement shall be registered on the date he/she is found to be qualified after the information given on his/her application has been verified, provided he has passed an examination if required to do so.
5. An applicant failing to appear for examination when notified to do so, without reasonable excuse, and/or false information given by the applicant shall be sufficient grounds to deny registration.
6. All registrants shall certify in writing, in person, at the Union Hall, their unemployment status and availability to be eligible for the out-of-work list. The name of any registrant failing to meet this requirement and any registrant who is known to be working at the electrical trade within the area served by the hiring hall shall be removed from the referral list until he/she has again satisfied the requirements of these rules.
7. Applicants who are referred for work and work 2 weeks or less and are terminated through no fault of their own, upon registration, shall be restored to their appropriate place within their group. You must re-sign (in person) from a 2-week or less termination within three (3) business days of tis completion to retain your line number. Failure to do so will cause you to lose your line number and you will be required to sign anew. (A termination slip is required.) Applicants referred to an employer for a short call (2 Week or less) shall not be referred on another short call until short call opportunities have rotated through the out of work list.
8. The names of registrants shall be removed from the referral list as they are referred out to an employer making the requests until such registrants again appear at the hiring hall requesting registration on a form to be furnished by the Business Manager. Should an applicant be rejected by the employer, the applicant shall have the employer so note on the referral slip; the applicant shall then immediately return the slip to the hiring hall in order to retain his/her position on the out-of-work list.
9. In making referrals, an applicant shall be handed a referral slip by the Business Manager designating the employer, time and place to report for employment. The applicant may refuse such referral; if so, he/she shall so indicate in his/her own handwriting on the referral slip and return it to the Business Manager to file for future reference. Such applicant then must re-register for the out-of-work list.
10. Employers shall confirm their request for an applicant by telephone or writing no later than 4:30 p.m. of the day preceding the next hiring hall. Immediate and/or emergency need of workmen will be handled on an individual basis and confirmed in writing by the employer.
11. All requests made in accordance with Section 4.14a, 3.10a, of the Inside Agreement shall be made in writing before referrals will be made as a result of such requests.
12. “Temporary Employees” hired by the employer shall be required by such employer to acknowledge his/her temporary status by signing a duplicate form to be furnished by the employer, a copy of which shall be furnished to the Business Manager of the hiring hall immediately, who shall file it for future reference.
13. Any applicant for employment or registration who gives false information for the purpose of furthering his/her chances over other applicants shall be considered for registration and/or referral only after those applicants before him/her have been taken care of.
14. The Union, its officers, agents, and representatives undertake no obligation to search for, or by any means, locate an applicant on the current applicable referral list who is not physically present in the Union Hall or has called and placed his/her name on the daily check-in list on the day to be referred, pursuant to the request of the contractor.
15. Any applicant registering for work (on the daily check-in sheet) shall make him/herself available to the hiring hall. The Union will make an effort to contact applicants who have registered on the Daily Check-in list, first by Group Number (as stated in the Inside Agreement) then by Line Number (assigned on Registration Day). Efforts to contact applicants will be made **once and only once**. If the call or calls are not filled by the preceding procedure, the call or calls will be considered open and filled at the Business Manager’s or his/her agent’s discretion.
16. The Business Manager is responsible to fill calls in a timely manner as needed by the employers. This means that in extraordinary circumstances, referrals may have to be made outside normal hours and/or using whatever means are available to fill calls and place registrants.
17. When unemployed the President of the Local shall occupy position 1 on the “Out of Work List”
18. All calls may require a Drug Card and/or drug testing

All registrants will be allowed two turndowns without penalty, after receiving a third turndown registrants will be rolled to the back of the “Out of Work List”.

**Turndowns**

* **Active duty**

Persons that are called to ACTIVE duty (documentation required) will not be charged with turndowns or be required to resign while serving on ACTIVE duty.

* **Unfilled calls**

Calls that are unfilled will not be charged as a turndown after the first day.

* **Specialty calls**

Specialty calls will not be charged as a turndown (*Instrument Tech., Welder, Fiber, etc.*)

* **Virginia Electrical License**

Calls requiring a Virginia Electrical License will not be charged as a turndown.

* **Delinquent Benefits**

Refusing to accept referral to Employers that are behind in Benefits (*as described in the* agreement) will not be charged as a turndown.

* **Doctor’s care\***

Persons who are under a doctor’s care (a letter from the doctor stating you are under there is required) will not be charged with turndowns. You will not be able to take a referral until you are released from the doctor. (*A letter of release will be required before you can take referral.*)

* **2 weeks or less**

Calls that are **posted** as 2 weeks or less maybe turndown and not be charged as turndowns.

* **Vacations\***

Persons that are going on vacation will not be charged with turndowns provided the Union office is notified in writing two weeks prior to the beginning of the vacation as outlined in Section 3.23 of the inside agreement. The written notice shall state the beginning and ending date of the vacation. Uncharged vacations of not more than two weeks per year beginning January 1st of each year will be limited to full weeks only.

***Persons will not be eligible to take referral while on these notified vacation times.***

* **Jury Duty\***

Persons called to jury duty will not be charged provided they present a copy of the called to jury duty letter before beginning jury duty. A letter will be necessary stating when the duty was completed to become active once again on the out-of-work list from the responsible party within the court system. Active eligibility on the out-of-work list will start on the completion date.

* **Union Business\***

Person will not be charged for turndowns while serving on Union business as long as the time serving is during normal referral check-in hours. (Ex. Members working under a Salt agreement)

* **Rejections**

Persons who are rejected will be returned to their appropriate place on the book with their same line number. If a person is referred and has any turndowns charged, these turndowns will remain when a person is re-registered from the rejection. Persons that are rejected shall return the same day of the rejection. If they do not return the same day of their rejection, they will be required to register as a new applicant and receive a new line number.

 **\**You are still responsible to re-sign for the month.***

All calls (other than stated above) will be counted as a turndown. There are no other excusable reasons for turndowns. Persons who know they may be rejected must take the call and have the referral slip marked “REJECTED” by the employer and return it to the Union Office to keep from having a turndown charged against them.