

IBEW LOCAL 26
REFERRAL RULES

Dear Sisters and Brothers:

The following is a brief description of the referral hall rules. These rules are consistent with all applicable collective bargaining agreements, and any disputes or disagreements will be settled as provided by the IBEW Constitution, Local 26 Bylaws, or Agreements. If you have any questions regarding these rules, you may contact the Referral Office at 301-459-2900.

1. No individual shall be registered on any Available for Work List until the individual has completed the approved application process in person or electronically via the Local 26 website www.ibewlocal26.org. Individuals may sign the Available for Work List online or in person via the Local 26 website. Each individual shall be given a registration number in consecutive order which will be retained until the individual is removed from the list.

2. No individual shall have his/her name entered or re-entered on any Available for Work List as long as the individual is employed within the geographical area of IBEW Local 26 in the electrical trade in categories of work covered by the Collective Bargaining Agreement. Any exceptions must be approved by the Business Manager only.

3. Registrants shall designate availability to work: (A) solely in the Metropolitan Washington, D.C. Zone; or (B) solely in the Shenandoah Valley Zone; or (C) solely in the Roanoke Zone; or, (D) all of the above

Zones. (See Attachment “A.”) Once a designation is made, it cannot be changed, until the registrant’s name is removed from the Available for Work List and he/she registers as a new registrant and receives a new registration number.

4. Every Friday afternoon the Business Manager shall post a revised, corrected and updated list setting forth the top twenty-five (25) registration numbers on the Available for Work List along with the next twenty-five (25) registration numbers.

5. In order to maintain your name on the Available for Work List, all registrants must re-sign as to their availability for referral monthly by the 25th day of each month. The names of any registrants failing to meet this requirement will be removed from the Available for Work List until they have registered again as a new registrant. Re-sign may be accomplished by notice mailed to the Lanham office, or to any of the satellite offices. Re-sign may also be accomplished via the Local 26 website. The email addresses for re-sign purposes are:

Inside Wiremen: insidewiremanresign@ibewlocal26.org;

Residential Wiremen: residentialwiremanresign@ibewlocal26.org;

Residential Electrician: residentialelectricianresign@ibewlocal26.org;

Teledata Unit: teledataresign@ibewlocal26.org;

6. Registrants desiring referral on any given day must sign the day book electronically via the Local 26 website or in person between the hours of 7:30 a.m. and 8:30 a.m. (for Journeyman, Residential Wireman, and Residential Electricians) at either the Union hall in Lanham or Prince Frederick offices located in Maryland; or the Manassas, Winchester, Charlottesville, or Roanoke offices located in Virginia; or such other place designated by the

Business Manager. Teledata Unit may sign the day book between the hours of 8:30 a.m. and 9:30 a.m. Referrals shall take place from 8:30 a.m. until 10:00 a.m. each working day provided that the dispatch office shall remain open thereafter until all jobs are filled. Referrals shall be made in accordance with the geographical designation made by the registrant. Attachment "A" lists the counties which constitute the Metropolitan Washington, D.C. Zone, the Shenandoah Valley Zone, and the Roanoke Zone. A person who has not designated the entire territorial jurisdiction of the Local will have an opportunity to accept jobs outside his/her designation only when all persons in the hall have declined available jobs within their designated jurisdiction.

7. The Business Manager or his designated Agent shall refer applicants to the employer by first referring applicants who have signed the electronic day book in Group I in order of their current position on the Available for Work List and their designated geographical zone. This process shall continue until the available jobs are exhausted. The only exceptions to this order shall be in conformity with the provisions of the applicable Local 26 Collective Bargaining Agreement involving special skills, age ratio, and foremen requests, and to comply with applicable law, regulation, or the *bona fide* job specifications of a particular project, or subject to an approved project labor agreement as provided in Paragraph 16.

8. The names of applicants shall be removed from the Available for Work List as they are referred out to an employer. An applicant who is rejected by an employer as provided in the applicable Collective Bargaining Agreement, or who is hired and receives, through no fault of his/her own, less than forty (40) hours or one (1) week of work, must notify the Union Hall electronically or in person within 3 working days in order to retain his/her position on the appropriate Available for Work List.

9. Those registrants in the top twenty-five (25) positions during a given week on the Available for Work List as posted each preceding Friday afternoon are obligated to sign the day book electronically via the Local 26 website or in person each day between the hours of 7:30 a.m. and 8:30 a.m. (for Journeyman, Residential Wireman, and Residential Electricians) and prepared to report to work as designated per the employer once the registrant receives a referral. Teledata Unit is obligated to sign the day book electronically via the Local 26 website or in person each day between the hours of 8:30 a.m. and 9:30 a.m. and prepared to report to work as designated per the employer once the registrant receives a referral. A registrant in the top twenty-five (25) positions on the Available for Work List for any given week, as posted the preceding Friday, shall have the right to refuse all calls on two (2) separate days. The refusal (or the absence from the referral hall of a registrant in the top twenty-five (25) positions when jobs are available) of a referral on more than two (2) separate days shall result in the registrant in the top twenty-five (25) being removed from the Available for Work List. Any registrant offered the same job on more than one (1) occasion shall be deemed to have only one turn-down. A turn-down will not count for jobs outside the geographical zone designated by the registrant at the time of signing the Available for Work List. See Paragraph 6. Rejection of the applicant by an employer is not a turn-down.

10. During the referral process, a registrant shall be given a referral slip electronically by the Business Manager or his designated Agent designating the employer, time, and place to report for employment. Any applicant who accepts a referral but fails to report to work shall be deemed to have quit and shall be removed from the Available for Work List. The applicant will also be given a photocopy of each wireman license the registrant

possesses and documentation of the individual's eligibility for employment under the Immigration Reform Act.

11. All members must be available by phone at the time of job calls from 8:45 a.m. until 11:00 a.m. The Union, its officers, agents, and representatives undertake no obligation to search for or by any means locate a registrant on the current applicable Available for Work List who does not respond to three (3) consecutive phone calls, emails and/or text messages on the date to be referred.

12. The Business Manager or his designated agent is responsible to fill calls in a timely manner as needed by employers. In an emergency, referrals may have to be made outside normal hours using whatever means are available to fill calls and place registrants.

13. The top twenty-five (25) registration numbers on the referral list is established each Friday, the last number referred that morning, and which geographical zones have jobs available each day shall be placed on a recorded message, which can be accessed on weekends and after normal office hours (4:00 p.m. to 7:30 a.m.). For Journeyman the phone number is 1-800-792-1091 or 202-829-6061, for Residential Wireman, Residential Electricians, and Teledata Unit the phone number is 1-866-342-0024. Ascertaining your place on the Available for Work List is the responsibility of the individual registrant. Interruptions in phone service, malfunction of recording devices, or errors in the recorded message shall not excuse a turn-down (or absence) if the member is in the top twenty-five (25) on the Available for Work List and work is available.

14. Any individuals removed from the Available for Work List in accordance with the hiring hall rules or procedures for reasons other than acceptance of a referral shall be notified electronically to the email address

indicated on the registration form of the registrant. Any person removed from the Available for Work List must register (as provided in paragraph 1) as a new registrant electronically via the Local 26 website or in person. Registrants are responsible for ascertaining their place on the list or if their name has been removed. A registrant is not entitled to placement back on the list with his/her prior registration number or any other remedy simply because he/she did not receive correspondence that removal from the list has occurred.

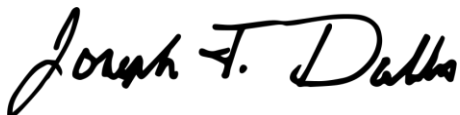
15. In accordance with the applicable Collective Bargaining Agreement, an applicant for referral who is discharged for cause two (2) times within a twelve (12) month period shall be suspended from future referral privileges until that person appears before the neutral member of the Appeals Committee for a determination as to the applicant's continued eligibility for referral. The neutral member of the Appeals Committee shall, within three (3) business days, review the qualifications of the applicant and the reasons for the discharges. The neutral member of the Appeals Committee may, in his/her sole discretion: (1) require the applicant to obtain further training from the JATC before being eligible for referral; (2) disqualify the applicant from referral for a period of four (4) weeks or longer, depending on the seriousness of the conduct and/or repetitive nature of the conduct; (3) refer the applicant to an employee assistance program, if available, for evaluation and recommended action; or (4) restore the applicant to his/her appropriate place on the Available for Work List. The terms of this paragraph are subject to automatic change, consistent with the terms of the applicable Collective Bargaining Agreement.

16. The Union will honor requests for minorities, females, or *bona fide* residents of a particular city, state, or county when an employer is required to use its best efforts to hire such individuals in order to comply with

applicable law, regulation, or the *bona fide* job specifications of a particular project or subject to an approved project labor agreement. In such cases, referral shall be by order on the Available for Work List of persons who possess these special qualifications. Requirements for establishing residency, where applicable, will be posted at each of the Union's referral hall locations.

17. The same basic referral rules as outlined above shall be followed for all non-apprentice classifications performing work under any Local 26 Collective Bargaining Agreement.

Fraternally yours,

A handwritten signature in black ink that reads "Joseph F. Dabbs". The signature is written in a cursive, flowing style.

Joseph F. Dabbs
Business Manager

Effective Date of Revised Referral Rules: July 11, 2021

EXAMPLE OF REFERRAL FOR REGISTRANTS ON BOOK #1

Registrants will sign the day book electronically via the Local 26 website or in person any work day, Monday through Friday, 7:30 a.m. to 8:30 a.m. for Journeyman, Residential Wireman, and Residential Electricians. Teledata Unit will sign the day book electronically via the Local 26 website or in person any work day, Monday through Friday, 8:30 a.m. to 9:30 a.m.

All registrants for referral will sign the day book. The registrant with the lowest number in each geographical zone will then be offered employment. This process will be repeated until all jobs in each geographical zone are filled for that day.

The Referral Hall will then be closed except for job terminations, registering and signing the book, and receiving manpower requests from contractors.

The same procedure as outlined above shall be followed for the other Out of Work books and referral under the “R” Agreement and the Teledata Agreement.

TURN DOWNS/REFUSALS

When a registrant’s registration number is in the top twenty-five (25) on the Available for Work List for his/her designated geographical zone and there are active job calls for that particular day, he/she are responsible for signing daily the Available for Work List electronically via the Local 26 website or in person 7:30 a.m. to 8:30 a.m. (Journeyman, Residential Wireman, and Residential Electricians) during that week. The Teledata Unit is responsible for signing daily the Available for Work List electronically via the Local 26 website or in person from 8:30 a.m. to 9:30 a.m. when there are job calls available. For any day a registrant meets all of the qualifications to take a job assignment and refuses or is absent, he/she will be given a strike. On the third

strike, the registrant will automatically be removed from the Available to Work List. At this time, he/she will be required to again register electronically via the website or in person on the Available for Work List as a new registrant, and the process begins again.

Attachment “A”

GEOGRAPHICAL ZONES

Metropolitan Washington, D.C. Zone:

District of Columbia

Maryland: Calvert, Charles, Montgomery, Prince George’s and St. Mary’s Counties.

Virginia: Arlington, Fairfax, Fauquier, King George, Loudoun, Prince William, Stafford, Westmoreland Counties, the City of Alexandria, and the City of Fredericksburg (in Spotsylvania County).

*Shenandoah Valley Zone:

Virginia: Albemarle, Augusta, Clarke, Culpeper, Fluvanna, Frederick, Greene, Highland, Louisa, Madison, Orange, Page, Rappahannock, Rockingham, Shenandoah, Spotsylvania, and Warren Counties, also the Townships of Center, Marshall, and Scott.

*Roanoke Zone:

Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Floyd, Franklin, Halifax, Henry, Montgomery, Nelson, Patrick, Pittsylvania, Prince Edward, Pulaski, Roanoke, and Rockbridge.

* Wage rates for the Shenandoah Valley and the Roanoke Zones are less than the wage rates in the Metropolitan Washington, D.C. zone. Refer to the current negotiated agreements for details.