

**REFERRAL PROCEDURE**  
**LOCAL UNION #449, IBEW**  
**INSIDE WIREMEN COVERED UNDER**  
**EASTERN, WESTERN, MAINTENANCE AGREEMENTS**

- A. Initial registration will be in person.
- B. The Out-of-Work list(s) will be open to applicants for registration during normal business hours of 9:00am to 5:00pm Monday through Friday, excluding holidays, at the office of IBEW Local 449, 1537 Baldy Ave., Pocatello, Idaho.
- C. Applicants shall register on the Out-of-Work list or lists in the appropriate Group for which they are qualified. Anyone desiring to sign an Out-of-Work list(s) shall present:
- a. IBEW Dues Receipt for documentation of classification.
  - b. Introduction Letter from home Local for documentation of classification.
  - c. Non-members - Verifiable documentation of qualifications.
  - d. Applicable Licenses i.e. State of Idaho Journeyman Electrical license.
  - e. Termination slip, form, or verifiable termination of employment if working within the jurisdiction of Local Union 449.
    - i. Fax registration to the Out-of-Work list; by filling out a fax registration form and being terminated within the Jurisdiction of Local 449 IBEW, an applicant will be placed on the Out-of-Work list in the appropriate Group. This will occur the following morning after dispatch (9:00 am) and after all 'in person' applicants have signed. The fax number is (208) 233-7427.
    - ii. Local Union 449, IBEW maintains an office at 1525 Addison Ave. East Suite C 12 Twin Falls, Idaho 83301. Telephone # (208) 736-3386, or (208) 716-2704. Fax registration will be accepted from that location, during normal business hours of 9:00am to 5:00pm Monday through Friday, excluding holidays, as if signing in person at the main office, 1537 Baldy Ave. address.
- D. Applicants shall have the option to register on the Eastern and Western Counties Inside Wireman Agreements Out-of-Work list(s) or the Maintenance Agreement Out-of-Work list or all lists as the case may be. This is also applicable for the Eastern and Western Counties Inside Wireman Agreement and the Maintenance Agreement Out-of-Work Short Call lists.
- E. An applicant who has registered on the Out-of-Work list shall re-register monthly to verify eligibility of employment. The approved options are telephone call, e-mail (ibew449@qwestoffice.net), fax, registered letter or in person and shall be done during **the first seven (7) days of the month**. Failure to do so will result in the applicant being purged from the Out-of-Work list(s). **The OUT-OF-WORK list will be purged every other month February, April, June, August, October, December.** Mail re-registration shall be sent to the office of Local Union #449, 1537 Baldy Ave., Pocatello, Idaho 83201, fax re-registration (208) 233-7427. When using the mail or fax re-registration option you must use the attached resign form.
- F. All job calls, placed by Contractors during the day, will be played on the telephone answering machine (208) 232-5263 and on Local 449's website (ibewlocal449.org) from 5:00pm. to 8:00am the next morning. Applicants who wish to register for employment shall notify the Hall either in person or by telephone (208) 232-5263 from 8:00am to 8:30am (**indicating the order of job preference**) in order to be eligible for dispatch. Jobs will be offered to applicants in the order of their place on the Out-of-Work list promptly at 8:30am. Clearances may be received in person (at the Local Union Office), emailed, faxed or mailed directly to the contractor or his representative.
- a. Contractors place calls for work at Local 449's office by 4:30 p.m.
  - b. Calls will be on phone recorder (208) 232-5263 and Local 449's website (ibewlocal449.org) 5:00pm to 8:00am for dispatch the next day.
  - c. Register for available calls from 8:00am to 8:30am. Applicants may register for more than one call but have to declare their job preference i.e. job A first, job B second, job C third and so forth. (208) 232-5263
  - d. The dispatcher will dispatch calls in the order of seniority on the Out-of-Work list(s) from 8:30am until finished.
  - e. Direct the dispatcher whether receiving clearance in person at the Local Union Office emailed, faxed or mailed directly to the contractor or his representative.
- G. **SHORT CALL LIST(s)** – An applicant who is hired and who receives, through no fault of his/her own, work of fourteen (14) calendar days or less, shall upon re-registration be restored to his/her appropriate place within his/her group.
- a. Fourteen (14) consecutive calendar days or less.
  - b. Contact the Hall for re-registration.
  - c. The applicant will then be placed on the bottom of the short call list upon completion of the short call.
  - d. Applicant will not be eligible for a regular call until terminated from the short call.