

17 S. RIVER STREET JANESVILLE, WI 53548
(608) 752-0321 – FAX (608) 752-1262

REFERRAL PROCEDURES

1. Local Union 890 referral office is located at 17 S. River St. Janesville, WI 53548. Sign in hours are 8:00 am to 4:30 pm Monday through Friday excluding holidays.
2. Each applicant must have a current paid dues receipt. Applicants must prove unemployment with a termination slip from his/her latest employer or possess a travel letter (i.e. “letter of introduction”) from his/her business agent at the time of registration.
3. **RE-SIGN** will be **required** to remain on the out of work list on the registrants’ monthly anniversary date. If your re-sign date falls on a Saturday or Sunday, you may re-sign the Friday before or the Monday after your re-sign date. If your re-sign date falls on a holiday you may resign the day before or the day after the holiday. If you accept a call, you must either continue to re-sign until you have been referred out for fifteen (15) calendar days or re-sign the day of, or the next business day after you get laid off. You can re-sign no more than seven (7) days prior to your scheduled resign date. **The ninety (90) day in-person resign is no longer required as of 11/1/2008.**
 - A. **IN-PERSON:** 8:00 am to 4:30 pm Monday – Friday
 - B. **FAX:** 608-752-1262 (Use only re-sign form provided)
 - C. **MAIL:** IBEW LOCAL UNION 890 (Use only re-sign form provided)
17 S. RIVER ST.
JANESVILLE, WI 53548
 - D. **E-Mail** www.IBEW890.org (find resign, fill out form and send)
4. **REFERRAL** - The normal hours of dispatch for **ALL CALLS** will be between the hours of 8 am and 10 am. However, dispatching of jobs will continue past 10 am if necessary to fill all available job requests. Calls will be made to the phone number registered on the out of work list at the time of registration. (Only one number where you can be reached during these hours.)
5. **Registrants** will be allowed two (2) turndowns without penalty. Registrants will be completely removed from the book for a third turn-down. Registrants removed must re-register in person. Being unavailable for a referral when work would have been offered to a registrant will be considered a turndown. Rejection of an applicant by an employer will not be considered a turn-down.
6. The Business Manager is responsible for filling calls in a timely manner as needed by employers, emergency referrals may have to be made outside normal hours using whatever means are available to fill calls.
7. If an applicant accepts a job and then decides to turn the job down or does not report for the job he/she will be removed immediately from the out of work book and will be required to re-register in person.
8. Any applicant having a complaint with the administration of the referral system must submit any such complaint in writing to the referral appeals committee within five (5) days from the act complained of to the local union office.
9. **All “Specialty Calls and Foreman Calls by Name” will be subject to the discretion of the Business Manager, as to their validity and need. The employer shall have the right to call Foreman by name, provided the employee has not quit his previous employer within the past two weeks. When an employee is called as Foreman, he must remain as a Foreman for 12 weeks or must receive a reduction in workforce.**