

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.

A. In-Person	8:00 am to 4:30 pm	Monday – Friday
B. Fax	(608)752-1262 17 S. River St.	Only use form provided
C. Mail	Janesville, WI 53548	Only use form provided
D. Online	<a href="http://www.ibew890.org">www.ibew890.org</a>	Click Resign tab, complete form and submit

4. Call for manpower will be recorded on the job line (608)752-3290 daily by 5:00pm. A brief description of the nature of the call will be provided stating the name of the employer, the start date, the number of positions available and the anticipated duration (if available). The recorder will show date and time of each call received. If there are no calls for manpower that day, a message to that effect will be on the recorder.

If you are interested in a referral for any of the jobs, at the conclusion of the recorded information you can leave a message or send an email to [referral@ibew890.org](mailto:referral@ibew890.org) stating your name, your card number, your job preference(s) and a phone number where you can be reached the next morning.

At 8:00 am the following morning, or on Monday at 8am for information put out on Friday, the job line will be turned off. All respondents will be ranked according to their position on the "Out of Work" list and will be called in this order between 8:00 am and 10:00 am. We will call you at the number you left on the recorder or in the email.

All respondents who have not been contacted by 10:00 am the following morning can assume that their referral position was not high enough to be issued a referral. Any new work calls or unfilled calls will be put on the job line for referral the following day.

5. When the Book 1 out of work list is 25 or less, any regular job referred to someone below you on the Out of Work list is considered a refusal. Applicants shall have the right to refuse two (2) referrals. Refusal or more than two (2) referrals will result in the applicant being removed from the list. Applicants so removed, must then re-sign in person. Specialty work will not be considered refusals.
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 last 30 days. When an employee is called as Foreman, he must remain as a Foreman for 12 weeks or must receive a reduction in workforce.

**JOB LINE – (608)752-3290**