

EMPLOYMENT REFERRAL PROCEDURES of IBEW LOCAL UNION #665

Original Registration

- 1) Original Registration on the “out of work list(s)” shall be done in person at IBEW Local 665’s Business Office which is located at 5710 Ivan Dr., Lansing, MI 48917. Phone: 517-393-5530. Normal business hours are Monday – Friday between 8:00 a.m. and 4:30 p.m.
- 2) Initial sign-in may require, where applicable, a signed letter of introduction from their home local Business Manager.
- 3) The Business Manager and/or his duly appointed representative is responsible to fill calls in a timely manner as need by employers. In an emergency, referral may have to be made outside normal hours using whatever means are available to fill calls and place registrants.

Maintaining Eligibility and Re-Sign

Registrants will be required to re-sign in person, no more than once in a calendar year to maintain eligibility on the “Out of Work List” after their initial signing.

Registrants must re-sign monthly, beginning on the 10th and ending on the 16th of the month by one of the following five (5) methods listed immediately below to remain on the “out of work list(s)”:

- 1) In person.
- 2) Facsimile to: 517-393-3521. This may be done by either the registrant or the registrants home Local Union.
- 3) Email: resign@ibew665.org In order for a re-sign to be accepted via email, the registrant must include the following information in the subject line: Full Name, Registration Number, Home Local Number, and Card Number. This email is for re-signs only.
- 4) Website: Go to www.ibew665.org and click on referral/resign link. Log in and go to Jobs>Registration Info. Follow re-sign procedures there. You may also view your position on the out of work list and available job calls.

Registrants, who renew their application by email, mail or facsimile, must include the following information to remain on the “out of work list(s)”:

- 1) Full name.
- 2) Registration number.
- 3) Home Local number.
- 4) IBEW Card number.

If not a union member, a driver’s license or a U.S. Federal, State or Local government approved ID.

Example of how to re-sign: Name: *George Walter Jones*
Home Local: *IBEW Local 1*

Registration #: *2105*
IBEW Card #: *D910101*

IMPORTANT NOTE: Re-signs received prior to the 10th and after the 16th of each month will not be accepted.

Exception(s) Status:

Exceptions to the Call System Rules are as follows:

- 1) While on “short call” in Local 665.
- 2) Military.
- 3) Out of Area.
- 4) Hardship - such as personal illness, or an immediate family emergency.

Note: All exception(s) must be approved in advance by IBEW Local 665’s Business Manager. The Business Manager may request supporting documentation from the registrant to maintain exception status. Failure to comply with the request may result in the removal of the registrant’s exception status.

Revised: August 2022; November 2016; June 2012; July 2011; September 2008

IBEW LOCAL 665
5710 Ivan Dr.
Lansing, MI 48917
Phone: 517-393-5530
Fax: 517-393-3521
Website: www.ibew665.org
General Email: contactus@ibew665.org

Job Line: 517-393-5218

EMPLOYMENT REFERRAL PROCEDURES of IBEW LOCAL UNION #665 Continued:

Call System Rules - IBEW Local 665 operates a call in "BID" system to fill work calls. Applicants on the "out of work list(s)" shall provide IBEW Local 665 with a current phone number to contact them for work calls at registration and shall notify Local 665 if this number changes.

1. All work calls will be place on the Job Line Recorder to be filled. Exceptions may be made in cases of emergencies.
2. Registrants can hear work calls (if any) on IBEW Local 665's Job Line Recorder by dialing 517-393-5218 and indicate on the recorder (between the hours of 5:00 p.m. and 7:00 a.m.) the work call they prefer. This is referred to as the "Bid System". Registrants must be on the available "Out of Work List(s)" to "Bid" on any work call(s). Work Call(s) may also be viewed at www.ibew665.org by clicking the Referral/Resign tab. *Note: Online bidding for work calls is not available at this time.*
 - Exceptions to the Call System Rules are as follows:*
 - a. *While on "short call" in Local 665.*
 - b. *Military.*
 - c. *Out of Area.*
 - d. *Hardship - such as personal illness, or an immediate family emergency.*
3. The number of work calls (if any) that IBEW Local 665 receives during the day will determine the number of registrants to be called from the available "Out of Work List(s)". For example, if there are three work calls, IBEW Local 665 will only call the top three registrants on the available "Out of Work List(s)". If there are four work calls the top four will be called; if there are five work calls the top five will be called; and so on. Available "Out of Work List(s)" registrants shall be called in chronological order starting with the top registrants on the available "Out of Work List(s)". Exceptions may be made in case of emergencies.
4. If IBEW Local 665 cannot fill the work call(s) from the group of registrants in # 3 above, IBEW Local 665 will begin calling those available "Out of Work List(s)" registrant(s) in chronological order as they are registered on the available "Out of Work List(s)" and if the registrant has left a message identifying their name, book number, registration number, classification and have expressed their availability for the work call. If there are multiple job calls for multiple employers the registrant will only be called for the job call they have "bid" on. Exceptions may be made in case of emergencies.
5. If IBEW Local 665 cannot fill the work call(s) from the group of registrants in # 3 and #4 above, IBEW Local 665 will begin calling the remaining available "Out of Work List(s)" registrant(s) in chronological order as they are registered on the available "Out of Work List(s)" Exceptions may be made in case of emergencies.
6. Registrants who could have been referred for a work call, but did not respond per #3, #4, and/or #5 and they shall be issued a turndown (strike, nick, ding, etc.). For example: There are 100 registrants on the available "Out of Work List(s)" and there are work calls for 4 JW's. Number 37 on the list takes the last work call. Every registrant from #1 to #36 that did not take the work call will be issued a turndown.
7. Registrants will be allowed two turndowns without penalty, but will be removed from the "Out of Work List" after their third turndown.
8. Refusal to Hire or Ineligible for Rehire by an employer are exceptions for not receiving a turndown.
9. Registrants who refuse a work call shall receive a turndown. A registrant who accepts a work call but fails to report to pick up referral shall be removed from the Out of Work List(s).
10. If IBEW Local 665 calls a registrant's phone number and receives an answering machine or voicemail, IBEW Local 665 will leave a message and the registrant has 5 minutes to respond to IBEW Local 665 via phone, or the registrant shall receive a turndown.
11. If IBEW Local 665 calls a registrant's phone number and receives a busy signal, IBEW Local 665 will wait at least 5 minutes and call the registrant a second time. If IBEW Local 665 receives a busy signal the second time, the registrant shall receive a turndown.
12. If IBEW Local 665 calls a registrant's phone number and there is no answer, IBEW Local 665 will wait at least 5 minutes and call the registrant a second time. If the registrant does not respond or answer the second time, the registrant shall receive a turndown.

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