



BOOK SIGNING & REFERRAL PROCEDURES



Section 1 – Book Signing

1. Applicants for employment will sign our out-of-work books online at ibew57.com. Applicants must text or email all applicable certifications to 801-270-5757 or dispatch@ibew57.com for verification. This includes union ticket, termination slip (if applicable), CDL, and certifications. Specialty calls will be based on proof of qualification. **All Journeyman level classifications and above will have 48 hours to provide a termination slip and union ticket. If a termination slip and/or union ticket is not provided you will be removed from our out-of-work books and will need to re-sign once you have documentation.**
2. Applicants shall be assigned to the highest priority group for which they qualify within the appropriate classification(s) and placed on the appropriate list(s) in chronological order determined by the date and time of original registration.

Groundman Book 1 qualifications: To qualify for **Book 1** in IBEW Local 57, a **Groundman** must meet the following requirements:

1. **Proof of 1,000 Hours Worked:** You must provide documentation that shows you have worked **1,000 hours** in IBEW Local 57's jurisdiction.
2. **Hours Reported to Lineco:** The 1,000 hours worked must have been **reported to Lineco** within the last two years.
3. **Submission of Proof:** To qualify for Book 1, you need to **text or email proof** of the **Lineco hours** to the IBEW Local 57 hall. This proof will be reviewed to verify eligibility.

Once these steps are completed and verified, you'll be placed on **Book 1**. Make sure to follow the proper procedure for submitting the hours and ensure they fall within the required timeframe.

3. Registration on the out-of-work books shall only be valid for one fiscal (1) quarter. In order to maintain their position on the referral list(s), applicants must re-register (re-sign) and confirm their availability for employment during the first five working days following the end of the quarter (regardless of registration date). Fiscal quarter end dates are March 31, June 30, September 30, and December 31. Re-registration (re-sign) may be accomplished in person, by text, email, call, or voicemail to the Local 57 Referral Office. ***Failure to re-register during the first five working days following the end of the quarter shall cause removal from the "List(s)" at the start of the sixth business day. If removed, an applicant's***

original list position shall be forfeited and a new, original, registration will be required to once again be considered an applicant for employment.

4. Applicants' names will be removed from the referral list when they accept a job assignment through this referral system.
5. An applicant for employment who is referred to a job assignment and: 1) receives employment of one hundred twenty (120) hours or less through no fault of their own; or 2) is refused by the employer in writing, shall be restored to the position on the "List" which they held prior to the job assignment PROVIDED that they re-register within 48 hours of being laid off and they present a termination slip.
6. Anyone accepting a referral for work by the means explained in Section 2 of this procedure who: 1) quits or does not report for the job assignment; 2) is terminated for just cause; or 3) works more than one hundred twenty (120) hours, must register as a new applicant upon termination of employment in order to again be considered an applicant for employment.
7. An applicant who accepts a call but fails to report to that job as scheduled will be removed from the "out of work list" and will not resign until cleared to do so by the Business Manager.
8. Applicants who become employed: 1) outside of the geographical jurisdiction of Local 57; 2) within the geographical jurisdiction of Local 57 by other than a signatory employer; or 3) by a signatory employer within the geographical jurisdiction of Local 57 in other than a Bargaining Unit position, MUST notify the Local 57 referral office. Failure to do so could result in future limitations in signing the out-of-work books.

Section 2 – Referral Process

1. MANPOWER requests are received by phone or email by an authorized Contractor Agent. Required information - Contractor location, project, length of project, hours working, per-diem etc.
2. Job calls are placed on the website job board when received.
3. Individuals listed on our out-of-work books must bid on the job in order to be considered as available to work. Bids will close the following morning at 7:00 am.
4. **Normal dispatch hours shall be between the hours of 7:00 a.m. and 9:00 a.m. on regular business days.** Applicants for employment shall be responsible for making themselves available for job assignments during these hours.
5. It is the Business Manager responsibility to fill employer man-power requests in a timely fashion. Therefore, in an emergency, calls may be filled outside of normal dispatch hours by whatever means necessary to meet this obligation. When calls are made outside of normal dispatch hours, a refusal will not be assessed for a non-response.
6. The referral agent will begin contacting applicants that bid on the listed job for referral assignments after 7:00 a.m. in chronological order of the original registration by priority group. Calls will be made only to the phone number registered on the daily check-in list(s) or registration referral form.

7. If there is no response from applicant at the registered number and a voice message may be left, the referral agent will wait for a return call for 15 minutes. If the applicant does not respond they will be skipped over and the next individual on the list will be contacted for job referral.
8. Due to the Business Manager's responsibility to fill employer man-power calls in a timely fashion, emergency calls and open calls not filled by the website job bid referral procedure which cannot wait another day due to employer needs (as determined by the Business Manager through the referral agent) will be filled using the "traditional" method of "calling" applicants from the referral list in chronological order by priority group. Due to the very nature of emergency calls, applicants from the referral list who cannot be contacted within a reasonable period of time (as determined by the Business Manager through the referral agent) will be skipped over and the referral agent will proceed to the next person on the list in an attempt to fill the job(s).
9. Local 57 will attempt to convey any and all information available regarding the duration of available job assignments. However, applicants need to be aware that this information is not intended to be a guarantee of employment duration. The Local Union has no control of this nor may it be held responsible for employment which is longer or shorter than advertised on the referral system.

Section 3 – "Refusals" (The Strike System)

1. Refusing an emergency storm call out or a short call (less than 120 paid hours) will NOT count as a refusal (strike).
2. Any registrant receiving a third turndown (refusal/strike system) will be rolled to the bottom of the applicable "List(s)". If rolled, the applicant's original list position shall be forfeited and a new, original, registration will be automatically generated for the applicant.
3. Registrants will be assessed a refusal when:
 - a. A job assignment is offered by the Business Manager, referral agent or designee and refused;
 - b. They do not respond during normal dispatch hours after bidding on a job call and a voicemail cannot be left. If an available job(s) cannot be filled by applicants from the highest priority group, applicants on Book II will be called;
 - c. If you do not bid on a job listed and the job is awarded to someone below you on the out of work list, or by means of the open call procedure you will receive a strike.

Approved by the IBEW Local Union 57 Executive Board on 2/10/2023.

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