IBEW Local 46 Referral Procedures

Referral Office Phone: 253-395-6530 EMAIL: dispatch1@ibew46.com FAX: 253-395-6539 Job Line: 253-395-6516
www.ibew46.org

Referral Procedure Rules are intended to supplement the Referral language in each Unit's CBA.

REFERRAL OFFICE HOURS are from 8:00 a.m. to 5:00 p.m. at the Kent Office, 8:00 a.m. to 3:00 p.m. at the Bremerton Office, Monday through Friday, except holidays. Referral of Registrants shall have higher priority than Registration, Re-sign, Termination, Turnarounds, and Changes in Status.

MORNING REFERRAL starts at 8:30 a.m. for Inside Wireperson & Combination Dispatch, 9:00 a.m. for Tradeshow and Seattle School District, 9:30 a.m. for Sound and Communication, Marine, Stockperson, Light Fixture Maintenance, and Residential. Members must check in with Employer by 3:00 p.m. on the day of dispatch.

LABOR REQUESTS must be received by 3:00 p.m. for next morning referral. Labor requests will be available for review on the Internet and Job Line after 5:30 p.m.

Project Labor Agreements (PLA)/Community Workforce Agreements (CWA)/ TERO Agreements: Referral terms and conditions of PLA, CWA and TERO projects in our jurisdiction shall be adhered to.

UNFILLED LABOR REQUESTS shall be turned over to the Business Manager, or designee, to use whatever means available to fill Requests and place Registrants before 3:00 p.m.

EMERGENCY REFERRALS may be made outside normal hours using whatever means available to fill Requests and place Registrants.

REGISTRATION must be in person or via email. Registrants may only sign the highest priority book/list for one classification, except wire/tradeshow combination. Registration requests shall not be processed each day before the completion of Inside Wireperson Book/List One (1) Referral.

RE-REGISTRATION for Short Call terminations, Under Scale terminations, 90 Day Rule or Turnarounds or Combination Dispatch, are required to be processed in person or via email by the end of the next normal working day to avoid being rolled completely off all Books. Requests may be processed every day before the Referral process starts, and after the completion of Inside Wireperson Book/List One (1) Referral.

RE-SIGN shall be required every 30 days or less from Registration date or the last Re-sign. Re-sign may be accomplished in person, by fax, by Internet, or via email.

IN PERSON, INTERNET OR EMAIL BIDDING is the only way to participate in referral. Internet/Email bidding shall be available from 5:30 p.m. to 7:00 a.m. Registrants are required to check in with the employer by 3:00 p.m. on the day of dispatch, or they will be rolled off the books. When the Registrant rejects the Referral after bidding, it shall be considered a quit. The second time in any 12-month period a Registrant rejects the Referral after bidding, they shall lose Internet/Email privileges for one year. "In Person" dispatch will be required during times of computer and/or electronic failure.

SHORT CALLS are jobs ten (10) business days or less duration, not including the day of referral, or holidays listed in the Collective Bargaining Agreement. Registrants will be limited to having their registration restored to "unemployed status" twice for short calls. Short calls of three (3) normal working days or less shall not be limited. When a Labor request is referred as a "Long Call", and the registrant is laid off within the Short Call period they shall have their registration restored. When a Short Call ends on a Friday, the Registrant may work the weekend and report to the Dispatch office on Monday.

CHECK MARKS. Registrants will be allowed two check marks without penalty and be rolled completely off the book for a third check mark. They must re-register in person or via email after being rolled off. Seattle, Bremerton, and Port Angeles are separate area Referral points and books. Labor Requests for one book shall not generate check marks for the other area books. Labor Requests that fall to a lower priority list within any book will give the Registrants in the higher priority list a check mark. Unfilled Labor Requests will give all registrants on that book a check mark. There will not be more than one (1) check mark per book, per day.

NO CHECK MARKS shall be given for specialty requests, specialty skills, or requirements not recognized in the CBA, MOU jobsites, jobsites with start times before 6:00 a.m., under scale work recovery jobs, Combination Dispatches and various location requests. Short call Requests shall not generate a check mark. Rejection of the applicant by an employer is not a check mark.

QUIT OR DISCHARGE shall cause registrants to be rolled completely off all Books. When a registrant leaves one employer by quit or discharge, they may not fill a "Foreperson-by-Name" request to any other employer for two weeks.

FOREPERSON BY NAME requests shall not be filled by Registrants who communicate with employers to generate the request.

EXEMPT STATUS from check marks and re-sign may be temporarily granted for Registrants who are unavailable for Referral because of military service, union business, salting, medically unfit and jury duty. Those working under scale will be exempt for up to 6 months unless approved by the Business Manager.

Mark Davis, Business Manager / Financial Secretary

October 7, 2026
Date Posted

November 7, 2026
Effective Date