

OUT-OF-WORK BOOKS

GUIDELINES

The Business Manager is responsible to fill work calls in a timely manner as needed by the employers. This means in an emergency, referrals may have to be made outside of the normal referral hours, using whatever means are available to fill the calls.

Once an applicant qualifies for, requests and is granted Group I status in any local union, he/she shall retain that status in the local union and shall not be required to re-qualify unless he/she qualifies for, requests and is granted Group I status in another local union. If that situation occurs, the applicant will have to re-qualify for Group I status in any previous local union(s) in which he/she enjoyed Group I status.

Local 17 will utilize a telephone call system to fill work calls; this means the local will call you by telephone when there are work calls to be filled.

SIGNING BOOKS FOR ANY AGREEMENT

1. Person signing books must appear in person.
2. Person must have proper I.D., both to identify himself/herself and to verify his/her classification.
3. Person signing Woodsman books must have a valid CDL B or a T.I.P.
4. Person must be out of work in our jurisdiction to sign books.
5. Person may only sign one set of books.
6. Person may not sign books if he/she is working under any other agreement out of I.B.E.W. Local 17.

RENEWAL PROCEDURE

1. Renewal for all books will be on or before the 5th of every month.
2. Renewals will be accepted by:
 - a. EMAIL at renewal@ibewlocal17.org
 - b. FAX (248) 423-9277
 - c. or IN PERSON at the Union Hall
3. Renewals can be made by completing a Renewal form available at the Union Hall or by emailing or faxing the following information:
 - a. Name
 - b. Applicable Out of Work Book
 - c. Page Number
 - d. Line Number
 - e. Classification
4. Persons may NOT renew by calling office staff or leaving message on voicemails.
5. Renewals will be accepted beginning seven (7) days prior to the fifth of the month.

REMOVAL FROM BOOKS

1. Failure to email, fax or show up in person at hall to renew by 3:30 p.m. on the 5th of the month

PERSONS NOT RESPONDING TO CALLS FOR EMPLOYMENT

Applicants will be referred in order of their place on the out of work book as required by the terms of applicable collective bargaining agreement, by telephone and/or by a written referral slip. When the agent is calling from the out of work book and you cannot be reached or you turn down the job, you will receive one turn down. After 3 turndowns you will be removed from the out of work book and you will need to resign to be eligible for employment. It is therefore important that you keep the union informed of all of your contact numbers, and that you return voicemail messages from the referral agents as promptly as possible.

This procedure will not include short calls for employment (less than 40 hours) or calls for storm assignments.

Anti-Discrimination Policy

Discrimination on the basis of race, color, sex, age, religion, or national origin, disabilities unrelated to an applicant's ability to perform the essential functions of his/her classification; sexual harassment; and/or retaliation for any complaints concerning any of the above shall not be permitted in the operation of this Union, including in its referral procedure. Any individual who believes that he or she has been discriminated against in violation of this provision shall file a complaint in writing with the Business Manager; who shall investigate the complaint and take prompt, corrective and/or remedial action, if appropriate.