

IBEW, LOCAL 26
REFERRAL RULES

Dear Sisters and Brothers:

The following is a brief description of the referral hall rules. These rules are consistent with all applicable collective bargaining agreements, and any disputes or disagreements will be settled as provided by the IBEW Constitution, Local 26 Bylaws, or Agreements. If you have any questions regarding these rules, you may contact the Referral Office at 301-459-2900.

1. No individual shall be registered on any Available for Work List unless the individual appears at the Referral Hall in person and requests registration by filling out an approved application form. Individuals may sign the Available for Work List during the normal operating hours of the business office, from 7:30 a.m. until 4:00 p.m. on any working week day. Each individual shall be given a registration number in consecutive order which will be retained until the individual is removed from the list.

2. No individual shall have his/her name entered or re-entered on any Available for Work List as long as the individual is employed within the geographical area of Local Union No. 26, IBEW in the electrical trade in categories of work covered by the Collective Bargaining Agreement. Any exceptions must be approved by the Business Manager only.

3. Registrants shall designate availability to work: (A) solely in the Metropolitan Washington, D.C. Zone; or (B) solely in the Shenandoah Valley Zone; or (C) solely in the Roanoke Zone; or, (D) all of the above

Zones. (See Attachment “A.”) Once a designation is made, it cannot be changed, until the registrant’s name is removed from the Available for Work List and he/she registers as a new registrant and receives a new registration number.

4. Every Friday afternoon the Business Manager shall post a revised, corrected and updated list setting forth the top twenty-five (25) registration numbers on the Available for Work List along with the next twenty-five (25) registration numbers.

5. In order to maintain your name on the Available for Work List, all registrants must re-register as to their availability for referral monthly by the 25th day of each month. The names of any registrants failing to meet this requirement will be removed from the Available for Work List until they have registered again as a new registrant. Re-registration may be accomplished by notice mailed to the Lanham office, or to any of the satellite offices. Re-registration may also be accomplished in person, by email, or by facsimile. The email addresses and fax numbers for re-registration purposes are:

Inside Wiremen: insidewiremanresign@ibewlocal26.org; 301-731-6379

Residential Wiremen: residentialwiremanresign@ibewlocal26.org; 301-731-6369

Teledata Technicians: teledataresign@ibewlocal26.org; 301-731-6369

6. Registrants desiring referral on any given day shall be physically present and sign the day book between the hours of 7:30 a.m. and 8:30 a.m. at the hall in Lanham or Prince Frederick, MD; at the hall in Washington, DC; at the hall in Manassas, Winchester, Charlottesville or

Roanoke, Virginia; or such other place designated by the Business Manager. Referrals shall take place from 8:30 a.m. until 10:00 a.m. each working day provided that the dispatch office shall remain open thereafter until all jobs are filled. Referrals shall be made in accordance with the geographical designation made by the registrant. Attachment “A” lists the counties which constitute the Metropolitan Washington, D.C. Zone, the Shenandoah Valley Zone, and the Roanoke Zone. A person who has not designated the entire territorial jurisdiction of the Local will have an opportunity to accept jobs outside his/her designation only when all persons in the hall have declined available jobs within their designated jurisdiction.

7. The Business Manager or his designated Agent shall refer applicants to the employer by first referring applicants who are physically present in Group I in order of their places on the Available for Work List and their designated geographical zone. The registrant physically present with the lowest number on the Available for Work List will be presented with a list of available jobs from which the registrant can select. This process shall continue until the available jobs are exhausted. The only exceptions to this order shall be in conformity with the provisions of the applicable Local 26 Collective Bargaining Agreement involving special skills, age ratio and foremen requests, and to comply with applicable law, regulation or the *bona fide* job specifications of a particular project, or subject to an approved project labor agreement as provided in Paragraph 16 below.

8. The names of applicants shall be removed from the Available for Work List as they are referred out to an employer. An applicant who is rejected by an employer as provided in the applicable Collective Bargaining Agreement, or who is hired and receives, through no fault of his own, less than 40 hours or one week of work, must return within three

working days to the Union Hall in order to retain his/her position on the appropriate Available for Work List.

9. Those registrants in the top twenty-five (25) positions during a given week on the Available for Work List as posted each preceding Friday afternoon are obligated to be physically present at the referral office each day between the hours of 7:30 a.m. and 8:30 a.m. and prepared to report to work for the employer on the same day the registrant receives a referral. A registrant in the top twenty-five (25) positions on the Available for Work List for any given week, as posted the preceding Friday, shall have the right to refuse all calls on two (2) separate days. The refusal (or the absence from the referral hall of a registrant in the top twenty-five (25) positions when jobs are available) of a referral on more than two (2) separate days shall result in the registrant in the top twenty-five (25) being removed from the Available for Work List. Any registrant offered the same job on more than one (1) occasion shall be deemed to have only one turn-down. A turn-down will not count for jobs outside the geographical zone designated by the registrant at the time of signing the Available for Work List. See Paragraph 6. Rejection of the applicant by an employer is not a turn-down.

10. In making referrals, a registrant shall be handed a referral slip by the Business Manager or his designated Agent designating the employer, time and place to report for employment. Any applicant who accepts a referral but fails to report to work shall be deemed to have quit and shall be removed from the Available for Work List. The applicant will also be given a photocopy of each wireman license the registrant possesses and documentation of the individual's eligibility for employment under the Immigration Reform Act.

11. The Union, its officers, agents and representatives undertake no obligation to search for or by any means locate a registrant on the current applicable Available for Work List who is not physically present in the Union Hall on the date to be referred.

12. The Business Manager or his designated agent is responsible to fill calls in a timely manner as needed 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.

13. The top twenty-five (25) registration numbers on the referral list as established each Friday, the last number referred that morning, and which geographical zones have jobs available each day shall be placed on a recorded message, which can be accessed on weekends and after normal office hours (5:00 p.m. to 7:30 a.m.). The phone number is 1-800-792-1091. Ascertaining your place on the Available for Work List is the responsibility of the individual registrant. Interruptions in phone service, malfunction of recording devices or errors in the recorded message shall not excuse a turn-down (or absence) if the member is in the top 25 on the Available for Work List and work is available.

14. Any individuals removed from the Available for Work List in accordance with the hiring hall rules or procedures for reasons other than acceptance of a referral shall be notified in writing to the address indicated on the registration form of the registrant. Any person removed from the Available for Work List must register (as provided in paragraph 1) as a new registrant in person at one of the union hall offices. Registrants are responsible for ascertaining their place on the list or if their name has been removed. A Registrant is not entitled to placement back on the list with his or

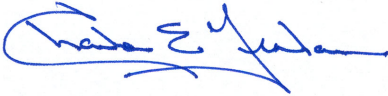
her prior registration number or any other remedy simply because he or she did not receive written notice that removal from the list has occurred.

15. In accordance with the applicable Collective Bargaining Agreement, an applicant for referral who is discharged for cause two times within a twelve month period shall be suspended from future referral privileges until that person appears before the neutral member of the Appeals Committee for a determination as to the applicant's continued eligibility for referral. The neutral member of the Appeals Committee shall, within three business days, review the qualifications of the applicant and the reasons for the discharges. The neutral member of the Appeals Committee may, in his/her sole discretion: (1) require the applicant to obtain further training from the JATC before being eligible for referral; (2) disqualify the applicant for referral for a period of four weeks or longer depending on the seriousness of the conduct and/or repetitive nature of the conduct; (3) refer the applicant to an employee assistance program, if available, for evaluation and recommended action; or (4) restore the applicant to his/her appropriate place on the out of work list. The terms of this paragraph are subject to automatic change, consistent with the terms of the applicable Collective Bargaining Agreement.

16. The Union will honor requests for minorities, females, or *bona fide* residents of a particular city, state, or county when an employer is required to use its best efforts to hire such individuals in order to comply with applicable law, regulation or the *bona fide* job specifications of a particular project or subject to an approved project labor agreement. In such cases, referral shall be by order on the Available for Work List of persons who possess these special qualifications. Requirements for establishing residency, where applicable, will be posted at each of the Union's referral hall locations.

17. The same basic referral rules as outlined above shall be followed for all non-apprentice classifications performing work under any Local 26 Collective Bargaining Agreement.

Fraternally yours,

A handwritten signature in blue ink, appearing to read "Charles E. Graham", with a stylized flourish at the end.

Charles E. Graham

Business Manager

Effective Date of Revised Referral Rules: January 1, 2012

EXAMPLE OF REFERRAL FOR REGISTRANTS ON BOOK #1

Registrants will come to the referral room at any union hall any work day, Monday through Friday, 7:30 a.m. to 8:30 a.m.

All registrants for referral will sign the day book. The registrant with the lowest number in each geographical zone will then be offered employment. This process will be repeated until all jobs in each geographical zone are filled for that day.

The Referral Hall will then be closed except for job terminations, registering and signing the book, and receiving manpower requests from contractors.

The same procedure as outlined above shall be followed for the other Out of Work books and referral under the “R” Agreement and the Teledata Agreement.

TURN DOWNS

In the second week of November, a registrant’s registration number is in the top 25 on the Available for Work List for his/her designated geographical zone. That individual is responsible for being physically present and signing the daily work book at any hiring hall from 7:30 a.m. to 8:30 a.m. during that week. The registrant turns down an available job that week within the geographical zone which was designated at the time of sign-up. In the third week of November, the registrant is again in the top 25 on the Available for Work List in his/her geographical zone. He/she is absent on one day when work was available in his/her geographical zone, which counts as the second turn-down. Later in the week, he/she again turns down a job in his/her geographical zone, which is the registrant’s third turn-down (or absence), resulting in his/her automatic removal from the Available for Work List. At this time, the

individual will be required to again register in person on the Available for Work List as a new registrant, and the process begins again.

Attachment “A”

GEOGRAPHICAL ZONES

Metropolitan Washington, D.C. Zone:

District of Columbia

Maryland: Calvert, Charles, Montgomery, Prince George’s
and St. Mary’s Counties.

Virginia: Arlington, Fairfax, Fauquier, King George,
Loudoun, Prince William, Stafford and
Westmoreland Counties and the City of
Fredericksburg.

*Shenandoah Valley Zone:

Virginia: Albemarle, Augusta, Clarke, Culpeper, Fluvanna,
Frederick, Greene, Highland, Louisa, Madison,
Orange, Page, Rappahannock, Rockingham,
Shenandoah. Spotsylvania and Warren Counties.

*Roanoke Zone:

Alleghany, Amherst, Appomattox, Bath, Bedford,
Botetourt, Buckingham, Campbell, Charlotte,
Craig, Floyd, Franklin, Halifax, Henry,
Montgomery, Nelson, Patrick, Pittsylvania, Prince
Edward, Pulaski, Roanoke and Rockbridge.

* Wage rates for the Shenandoah Valley and the Roanoke Zones are less than the wage rates in the Metropolitan Washington, D.C. zone. Refer to the current negotiated agreements for details.