

# REFERRAL OFFICE RULES OF PROCEDURE

EFFECTIVE JULY 6, 2021

Applicants may register for employment between the hours of 7:30 a.m. to 4:30 p.m. Monday through Friday except on recognized Holidays.

Each applicant shall be registered in the highest priority Group for which he/she is qualified.

All referrals will be made during normal working hours, except in the case of emergency as defined by the Business Manager and an Employer.

Each applicant shall make themselves available to receive a phone call from the business office starting at 8:00 a.m. and until all calls are filled.

Each applicant has the right to turn down two job offers. Any applicant turning down the third job will be removed from the out of work list.

**An applicant will receive a turn down when the business office attempts to contact them if:**

We receive no answer in ten minutes after leaving a message.

When we reach a disconnected, mailbox is full, mailbox is not set up, or an out of order phone.

The business office will offer all the work calls available at the time of the call.

All work calls must be on the recorder, app, or website in order to be offered to the applicant.

Any call for employment received after the business office has started to call the out of work list, will be held over until the next business day.

**Re-sign procedures are as follows:**

Each applicant must re-sign: Beginning the 10<sup>th</sup> and ending on the 16<sup>th</sup> of every month regardless of when you sign. Re-sign can be accomplished in person, by mail, by e-mail, or by fax. It must have your name, volume, page number, and line. Our fax number is (734) 424-9575. E-mail is [resign@ibew252.org](mailto:resign@ibew252.org)