

IBEW LOCAL 191, REFERRAL PROCEDURE RULES

Effective – August 3, 2026

Referral Procedure Rules are intended to supplement the Referral language **in the CBAs.**

ELIGIBILITY TO SIGN THE OUT-OF-WORK BOOK, GROUP STATUS, APPLICANTS DEFINED

Any individual signing the out-of-work book must not be working in any local union's jurisdiction for an Employer signatory to any IBEW Construction Agreement (within your classification). Local 191 reserves the right to remove an applicant from the out-of-work list if the previous condition is not satisfied. Individuals signing the out-of-work books must have a termination slip and/or a Travel Letter and are considered "applicants". An applicant's group status is determined in the applicable labor agreement, copies of which are available for inspection upon request at the Local 191 offices.

Employment in Another Jurisdiction – No individual shall be eligible to be registered on any Local 191 Out-of-Work List (other than those eligible to be registered on any Book I Out-of-Work List) if they are employed pursuant to the terms of an IBEW Agreement in any other jurisdiction. If a registrant violates this rule, the Union will immediately prevent the individual from using online dispatch. If evidence of the violation is verified, the individual will be removed from the Book and will have to sign the bottom of the Book.

ORIGINAL SIGN-IN

All classifications (Inside, Residential, Limited Energy, Material Handlers, Light Fixture Maintenance and Instrument Technicians) shall fall under the zone requirements for dispatch. The applicant shall specify which books they are requesting to register. Your qualifications may entitle you to eligibility for multiple books. It is your obligation to inquire. Applicants may sign the out-of-work book at the Marysville or Wenatchee office or via the Internet.

Each applicant shall designate where they will be available for work and is allowed to pick one or any combination of Zones:

Zone 1 Snohomish County

Zone 2 Island, San Juan, Skagit and Whatcom County

Zone 3 Chelan, Douglas, Grant and Okanogan County

Zone changes will take effect on the 1st and the 15th of the month. If either day falls on a weekend or observed holiday, changes go into effect the following workday. Proper paperwork shall be submitted prior to these dates. All changes will be made on the proper Zone Change Form. This covers original sign-in and zone changes. If a member wants to remove themselves from the books in order to change zones, the member can at any time as long as the member understands that this will remove them from ALL books.

The out-of-work books are available for signing at the Marysville and Wenatchee offices or online via the website, Monday through Friday, from 8:00 a.m. until 4:30 p.m., except applicable holidays. Local 191, however, does not guarantee any of these hours.

New JW's (recent Apprentices), who have met the requirements for completing their Apprenticeship and have been released from the JATC, who are unemployed, may sign the out-of-work books as of 8:00am the day following the date they became unemployed, or @ 8:00am the day following the date they submitted their affidavit of hours to the state, whichever is later. If either of these dates falls on a weekend or holiday, registration will be 8:00am the next working day. This rule is effective as of August 3, 2026 and applies to all members currently qualified as well as members from here forward. It is the members' responsibility to inform Dispatch of their qualification to utilize this rule change for New JW's when registering on the out-of-work books.

CONFIRMATION SIGN-IN

To remain on the out-of-work book, an applicant shall confirm between the first and the last day of each month. Monthly confirmation can be done in person in Marysville and Wenatchee, on the website via signing-in to Labor Power / Jobs for Dispatch (*required login and password are issued by Local 191's Staff/Clerical*), or by mail. Confirmation can be sent by mail postmarked between the 1st and the 20th of the month to the Marysville or Wenatchee offices only. If the last day of the month lands on a weekend or observed holiday, the following workday will be the last day for confirmation.

Applicants on Travel, Salting, working on Special Projects or out of classification are required to confirm every month.

If signed under Medical OR Military Active Duty Status, you do not need to confirm each month.

ELIGIBILITY FOR MORNING DISPATCH

1) You must be registered on the out-of-work book to be eligible for dispatch or present a termination slip dated the day of dispatch or before.

2) To be eligible for **Morning Dispatch applicants must indicate availability by:**

A: Signing the day sheet in person in Marysville or Wenatchee from **8:00 a.m. to 8:15 a.m.**

B: Calling the Jobline and leaving their name, telephone number, and book number on the recorder between the hours of 5:00 p.m. and 7:00 a.m.

(Job line disclaimer: Applicants that leave their information on the recorder must be available at the telephone number provided. We must speak with you personally. Busy signals, no answer, and messages on phone recorders will be considered a turndown.)

C: Bidding for jobs online via the Labor Power / Jobs for Dispatch link @ www.ibew191.com. Applicants must complete this process between 5:00pm and 7:00am. **If an applicant desires to change their web bid after 7AM, the applicant must report to a dispatch office and sign the day sheet between 8:00 & 8:15AM.**

3) If referred by phone or through the online Labor Power process, the applicant must complete the referral process by 3:30pm either in person at a dispatch location, email, or via fax with Dispatcher. Applicants are still required to show up ASAP after "on same day" dispatches. In the event of electronic or computer failure, dispatch will be done in person only.

JOB DISPATCH

Requests for Labor must be received by 3:30 p.m. in writing for next morning referral. Labor requests will be available for review on the Internet and Job Line after 5:00 p.m. until 7:00 a.m. All applicants shall have in their possession at time of dispatch a valid Washington State Journey-Level Electrical License as it pertains to their classification (Inside, Residential, Limited Energy) or a Trainee or Instrumentation Certificate.

Dispatch hours shall be from 8:30 a.m. or when dispatch is ready until job calls from the day are filled up to 3:30 p.m. All jobs are filled from the IBEW Local 191 Dispatch Point. Dispatch will begin with Book 1 Inside Wireman, all other Books and Classifications will follow as needed. Applicants can choose either Long or Short calls. Short calls are defined as 21 calendar days or less **and may not be extended**. Any work over 21 calendar days is defined as a long call. Anyone dispatched from Local 191 and working 21 calendar days or fewer prior to receiving a lay off through no fault of their own, shall retain their place on the out-of-work book and be considered available for dispatch the day following the date of their termination slip. Applicants dispatched to a short call must return their termination slip to the union hall via Internet, or in person, at the completion of their short call. Short calls will be dispatched on a rotation basis, starting after the last person to receive a short call. Completing a short call of 21 days or less will remove all checkmarks.

Applicants who accept a referral by phone or through online bidding and fail to complete the referral process by 3:30pm on the same day may be removed from the out-of-work books.

The name of any applicant accepting a job referral and failing to appear at the job site or designated location at their scheduled time shall be removed from all out-of-work books. Anyone who quits a job, is terminated for cause from a job, or ***fails to meet job / safety requirements*** will be removed from all out-of-work books.

Applicants accepting a referral through the online bidding process, who turn themselves around, will have their Labor Power/Jobs for Dispatch online bidding privileges deactivated for six months the first time, and 12 months the second time (and each time thereafter). Reactivation of online bidding privileges must be requested by the applicant/member.

If a member is terminated for-cause by a signatory employer and that employer notifies the Union that the member is not eligible for re-hire or the Union is otherwise aware of alleged egregious conduct by this member, that is detrimental to the Employer/Union working relationship, as determined solely by the Union, the member may be referred to the Labor-Management Committee for determination as to the member's continued eligibility for referral. (Examples of egregious conduct may include, but are not limited to: harassment, sexual harassment, discrimination, hazing, etc.)

The Union shall provide the member with written notice that their eligibility for dispatch is under review and that within 2 weeks of reviewing the case, the Labor-Management Committee may take the following actions (1) require the member to take further training before being eligible for referral; (2) disqualify the member for referral for a period of 4 weeks, or longer, depending on the seriousness of the conduct and/or repetitive nature of the conduct; (3) refer the member to an employee/member assistance program for evaluation and recommended action; (4) restore the member's eligibility for referral; or (5) other action as determined by the LMC. Further training may include, but is not limited to, requiring that the member attend anger management training, or successful completion of a one-on-one non-discrimination/anti-harassment training class. The member may appeal any/all eligibility decisions to the Appeals Committee. This Appeals Committee is made up of One (1) Labor, One (1) Management and One (1) Neutral member.

If the Labor-Management Committee and/or Appeals Committee imposes a specific condition which must be satisfied before the member will be eligible for dispatch from the out-of-work book, such notice will also provide information and guidance on how the specific condition can be satisfied, as well as their appeal rights to this eligibility determination. If the member is traveling to Local 191's jurisdiction, notice will be given to their home Local Union.

JOBLINE RECORDERS AND INTERNET POSTINGS

Job postings on the telephone Jobline recorders and website are **offered as a convenience** for those seeking work. Information on the Jobline recording and the website is as complete and accurate as possible. Such communication will be available after 5:00 p.m. and until 7:00 a.m. Local 191 is not liable for mechanical failure, telephone failure and administrative error or cancelled calls submitted after 5:00 p.m. and before 8:00 a.m. or any other situations resulting in incomplete or inaccurate information.

CHECKMARKS

Applicants will receive a checkmark by group status. Unfilled job calls will have to go all the way through Group 1 for a strike to apply to that Group. The same goes for Group 2, 3 and 4. Checkmarks will be given based on the zone(s) and classification the applicant is registered for. Any call dispatched for three (3) days or less is a non-checkmark call. Checkmarks will be issued immediately following normal morning dispatch procedure.

When an applicant receives three (3) checkmarks their name will be removed from the out-of-work book. Employer rejection through no fault of the applicant will not result in a checkmark, nor will it erase any prior checkmark(s). Being marked *Ineligible for Rehire* protects applicants from receiving a checkmark. At the expiration of the period of ineligibility, check marks will resume. It is the applicant's responsibility to monitor eligibility.

Anyone on Travel Status, Salting, Military Active Duty, Vacation, Medical Leave, Jury Duty, or working out of classification with a referral from Local 191 will be protected from receiving checkmarks.

SPECIAL PROJECTS AGREEMENT

Special Projects will be dispatched off the Special Project book. Members working on Special Projects will remain on the out-of-work book and will not receive checkmarks. Acceptance of employment under this Special Projects Agreement shall be on a voluntary basis and any employee or applicant for employment registered for work pursuant to terms of the Inside Wireman Agreement shall not lose referral status, nor suffer discrimination in any manner, for refusing to accept employment under this Special Projects Agreement. However, it is understood that employee continuity is important to the success of this Special Projects Agreement. The foregoing protections available to employees or applicants accepting employment under this Special Projects Agreement are, therefore, subject to their completion of work on jobs/projects to which they are referred. No employee or employment applicant shall suffer discrimination for refusing to volunteer for this Special Projects Agreement or accept a transfer from one job/project covered by this Special Projects Agreement to another. These employees after accepting and completing a Special Projects Referral may, if agreeable between the employee and Employer and the Union, stay employed by the Employer and be transferred to full rate jobs and be removed from all books at the conclusion of the short call period.

SPECIALTY CALLS

Specialty requests or skills recognized by the Business Manager (such as refinery, service truck, etc.) may or may not result in checkmarks.

FOREMAN CALL BY NAME

Only Group 1 can be called off the books as a foreman. The applicant that is called off of the out-of-work book as a “Foreman Call By Name” must be active and available for **Morning** Dispatch in order to receive their dispatch.

TRAVEL STATUS

Group I applicants may obtain traveling status if they complete the traveling status form following dispatch. It is the applicant’s responsibility to complete the form and make sure it gets to the Marysville Office. To be eligible for dispatch you must remove yourself from traveling status by 4:30 p.m. and present a termination notice (if employed while traveling) to be available for dispatch the next day.

Local 191 reserves the right to suspend travel status if there are unfilled calls in the jurisdiction. When job calls are going unfilled for an extended amount of time, Local 191 will send a letter to the last known address giving the member thirty (30) days to return home. If after thirty (30) days the member has not returned home, they shall be removed from travel status and will begin receiving checkmarks.

SALTING STATUS

To have Salting status you must complete a Salting Agreement with Local 191 and present it to the Business Manager. **To remove Salting status and retain their registration on the out-of-work book, applicants must fulfill the conditions of the Salting Agreement with the Business Manager. An applicant who does not satisfy their Salting Agreement will be removed from all out-of-work books and will need to complete a new Original Sign-in.** Local 191 reserves the right to suspend Salting status if there are unfilled calls in the jurisdiction. When job calls are going unfilled for an extended amount of time, Local 191 will send a letter to the last known address giving the member thirty (30) days to remove themselves from Salting status. If after thirty (30) days that member has not changed their status, they shall receive checkmarks as per this procedure.

MILITARY ACTIVE DUTY

An applicant can be tagged out for Active Duty. Start and end dates must be noted in writing after dispatch. It is the applicant’s responsibility to provide the proper documentation to the Dispatcher’s Office. Active Duty start dates will take effect after dispatch and return dates will be effective 8:00 a.m. on the return day.

VACATION

An applicant can be tagged out for vacation without receiving checkmarks. Start and end dates must be noted in writing after dispatch. It is the applicant’s responsibility to complete the proper form and return it to the Everett Office. Vacation start dates will take effect after dispatch and return dates will be effective 8:00 a.m. on the return day.

A maximum of two (2) weeks in a calendar year is allowed. Vacation is not intended to circumvent the referral procedure. Local 191 reserves the right to deny vacations if an applicant uses vacation time to avoid checkmarks.

MEDICAL

An applicant may go on medical leave with a letter from their physician indicating that they are not able to work. Members can also put themselves on medical leave to care for an ailing dependent after submitting the proper Family Medical Leave Act (FMLA) documentation. This will be effective on the date the letter is received in the Marysville Office and will remain in effect until a release letter from their doctor is received or the member fills out a Medical Release form. Applicants on medical leave will not be eligible for dispatch.

In order to be eligible for dispatch, the medical release form must be received no later than 4:30 p.m. the day before.

EMERGENCY DISPATCH

The above procedures may be circumvented in the event of an emergency. In an emergency, the dispatcher may fill the calls by any means possible. "Emergency" is defined as:

1. Threat of life endangerment.
2. Threat of property endangerment.
3. Threat of unexpected and unpredictable interruption of the electrical contractors' customer's operations or functions.
4. Any serious disruption affecting the ability of the referral hall to adhere to these procedures.

***REFERRAL APPEALS COMMITTEE**

****Excerpt from the Inside Wireman Collective Bargaining Agreement***

4.16 An Appeals Committee is hereby established composed of one (1) member appointed by the Union, one (1) member appointed by the Employer or the Association, as the case may be, and a Public member appointed by both these members.

4.17 It shall be the function of the Appeals Committee to consider any complaint of an employee or applicant for employment arising out of the administration by the Local Union of Sections 4.04 through 4.15 of this Agreement. The Appeals Committee shall have the power to make a final and binding decision on any such complaint which shall be complied with by the Local Union. The Appeals Committee is authorized to issue procedural rules for the conduct of its business but is not authorized to add to, subtract from, or modify any of the provisions of this Agreement and its decision shall be in accord with this Agreement.

Changes TO REFERRAL PROCEDURE RULES

When changes to these procedures are made, the changes shall be noted by the method indicated below and shall be mailed by first class mail to all affected Local 191 members, and the office of Cascade Chapter, NECA. Notice shall be given no less than twenty (20) days in advance of the effective date of such changes, or at the discretion of the Business Manager.

IBEW Local 191 Dispatch Offices:

- **Marysville - Main Business Office – 3100 164th St. NE, Marysville, WA 98271**
 - **Phone (425) 259-3195 - Fax (425) 339-9188**
- **Wenatchee - 27 North Chelan Ave., Wenatchee, WA 98801**
 - **Phone (509) 663-1163 - Fax (509) 664-7236**

Randy Curry
IBEW Local 191 Business Manager/Financial Secretary