

LOCAL 351
REFERRAL PROCEDURE

1. All applicants for referral must re-sign within 30 days in order to remain eligible. Any applicant who fails to re-sign within 30 days will be removed from the referral list until he or she re-signs.
2. The time for signing the referral book is 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. All new registrations for referral must be in person. You cannot sign on the day you are laid off.
4. The procedure for resigning is:
 - a. Fax your name, card number, current phone number and Local Union Number to 609-704-8473;
 - b. Email your name, card number, current phone number and local union number to resign@ibew351.org. Please note: The subject of the email must read “referral resign”;
 - c. Correspond via certified mail to the Local 351 office with your name, card number, current phone number and local union number.
5. Notification of job availability is by phone or at office. Must accept job offered or you will be removed from the referral list.
6. Acceptance of a referral is binding. If you fail to report to the job, it will be deemed a quit.
7. If a job terminates before you work two (2) weeks, (unless you quit, are fired for cause, or arrange your own layoff), you will be restored to the out of work list in your last position.
8. Any violation of the referral hall rules will result in the offender being eliminated from the referral book until he re-signs.
9. All questions or disputes with the referral procedure must be presented in writing to the Business Manager and will be handled as dictated by the applicable Local Union 351 Agreement.
10. These are the rules of the referral hall of IBEW Local Union 351 as of June 1, 2005.