

IBEW Local #596 Referral Policy

Effective May 2023

Applicant must initially register on the Out of Work List in person during normal work hours, Monday through Friday (Holidays Excluded)
8:00am – 4:30pm EST

Registrants must renew their application between the 10th and the 16th of each month by one of the following five methods.

Five Ways to remain on the Out of Work List:

1. In person (Monday – Friday during normal business hours. Closed on weekends and holidays)
2. Fax to: (304) 622-2099
3. Mail to: IBEW Local #596
PO Box 1508
Clarksburg, WV 26302
4. Email: resign@ibew596.com
5. 596 Website: [IBEW 596](http://IBEW596.com)



Registrants who renew their applications by fax, email, or mail must include their: Name, Local #, Card #, and Current Phone #

Email resigns must include: Name, Local #, Card #, and Current Phone # in the subject line. They will receive confirmation on position # and strike count for this time.

Registrants must renew their application in person once a year on their anniversary month to remain on the Out of Work List.

Registrants who fail to renew their application during the 10th through the 16th of each month or in person annually as described, will be removed from the Out of Work List and will have to re-register in person.

The referral office will maintain a job line (304) 622-0151 x 39

Information concerning referrals for the next day will be recorded on the job line, which will be updated daily by 6:00pm EST. If interested in the posted referrals, you can either send an email to daybook@ibew596.com or report the following day, in person, to the union hall to sign the Day Book (8am – 9:30am EST). The jobs will be filled at 9:30am.

Requirements for Day Book Email:

1. Subject line: only put Name, Local #, Card #, and Phone # (the phone number you can be reached at 9:30am EST)
2. All emails must be received by 7:00AM EST the morning of the Day Book
3. Dues must be paid up as well as meet all requirements to fill a call

All registrants who sign or email the Day Book, will be referred out by their ranking on the Out of Work List.

Once you are registered on the Out of Work List and you are higher on the list than the last applicant to accept a call, you will receive a turndown. Multiple job offers on any one day shall be considered only one turndown. All registrants will be allowed two turndowns before being rolled to the bottom of the Out of Work List (rolled on the third turndown).

All registrants must register in person after being removed from the Out of Work List.

Refusal of a short call will NOT count as a turndown. Those working a short call will not be eligible for a long call.

After completing a short call, all registrants must resign, in person, to be put back on the Out of Work List where they were previously.

Short Call will be (fourteen) 14 days and will also be of a rolling design by your registration # on the Out of Work list .

The Business Manager is responsible to fill calls in a timely manner as needed by the employers. Referrals may have to be made outside normal working hours, using whatever means necessary to fill the request by the employer to place registrants.

All jobsites in the jurisdiction of Local #596 require that referred workers have the following:

1. OSHA 10 or 30
2. Pictured Driver's License
3. Social Security Card or I-9 Identification
4. Steel toed boots or safety toed boots (where approved)
5. 14 panel drug screening through PMCTEDF upon referral
6. Registration on ERTS through your home local
7. WV State Electrical License