



**IBEW Local 649 Referral Policy  
Effective November 21, 2013**

**Job line: 618-462-1627  
5:00 pm. to 7:00 am. M-F and through the weekend.**

In strict adherence to the referral language as contained in the Local 649 Agreements, IBEW Local 649 will refer the first qualified candidate from the Out-for-Work list of the highest group for referral to any signatory employer seeking employees.

Calls for manpower will be recorded daily and placed on the job referral line at approximately 5:00 pm. A description of the job call with as much information as possible will be given. When there are no requests for manpower, the message will state such.

At the conclusion of the recorded job information, all registrants who wish to accept a job will be required to give his/her name and page number. At approximately 7:00 am. the following morning, the job recording will be turned off. Respondents will be ranked according to referral position. The respondents with the highest referral position will be notified as promptly as possible as to the issuance of a referral. Messages will not be left on answering machines. You must answer the telephone in person.

As of January 1, 2014, OSHA 10 certification is required to take a referral.

Any registrant who turns down three (3) jobs will be removed from the Out-of-Work list and must re-register in person. A "turndown" is any time a job is filled by someone who is below you on the Out-of-Work list.

Any referral applicant recording a job preference who subsequently declines the job will be removed from the out-of-work register and must re-register in person.

It is the registrant's responsibility to keep track of your position and number of turndowns.

Anyone, through no fault of his/her own receiving less than fifteen (15) calendar days of employment will assume his/her previous position on the Out-of-Work list. This provision includes those employees that are refused for employment by the contractor. This provision does not apply to members who quit within the two (2) week time period, unless permission is granted by the Business Manager. Upon completion of two "short-hits" the registrant will no longer be offered "short-hits" and shall not be charged with refusing such calls while he/she remains registered on the Out-of-Work list.

Any employee discharged twice in a (12) twelve month period will, prior to registering on the out-of-work list, appear before the Appeals Committee to determine his/her continued eligibility for referral.

Applicants barred from customer's property: The Union will maintain a current list of applicants and customers where the applicant has been barred from the customer's property. An applicant will not be referred to a job at a customer's property where the applicant is currently barred from the customer's property. The bar of referrals to a customer's property will remain in effect until the Union receives written documentation from the customer that the applicant will be accepted on the customer's property. In addition, a barred applicant will receive a turndown if the job on the customer's property is filled by another applicant who is below the barred applicant on the Out-for-Work list.

**Requirements for Working in Phillips 66 Refinery**

Many referrals from Local Union 649 are for employment in the Phillips 66 Refinery. To work in the refinery you must meet certain customer requirements:

- **Safety toed shoes.** They can be either steel or fiber.
- **No beard.** You may wear a moustache that does not extend below the corners of your mouth.
- **Drug testing.** Pre-employment and random.
- **Must be able to climb and work in elevated positions.**
- **Forms of Identification which prove identity and employment eligibility.** A passport proves both. A driver's license or state ID proves identity. A social security card or a birth certificate proves employment eligibility.