International Brotherhood of Electrical Workers Local 890 AFL–CIO–CLC
1900 Reuther Way JANESVILLE, WI 53546
(608) 752-0321 – **Job Line (608) 752-3290**
www.ibew890.org

REFERRAL PROCEDURES
All Classifications

1. Local Union 890 referral office is located at 1900 Reuther Way, Janesville, WI 53546. Sign in hours are 8:00 am to 4:30 pm Monday through Friday excluding holidays.

2. Each applicant must have a current paid dues receipt. Applicants must prove unemployment with a termination slip from his/her latest employer or possess a travel letter (i.e. "letter of introduction") from his/her business agent at the time of registration.

3. **Re-sign** will be **required** to remain on the out of work list monthly according to Resolution No. 35 of the IBEW 38th Convention. Resigns are accepted beginning the 10th at 8:00 am and ending on the 16th at midnight of each month, **no exceptions**. **All classifications on the out-of-work books are required to follow the resign procedure monthly(except Apprentices)**. If you accept a call, you must either continue to re-sign until you have been referred out for fifteen (15) calendar days or re-sign the day of, or the next business day after you get laid off.

A.	In-Person	8:00 am to 4:30 pm	Monday – Friday
B.	Call	(608)752-3290	Leave Name, Card #, Phone #, Call Bidding On
C.	Mail	1900 Reuther Way Janesville, WI 53546	Only use form provided
D.	Online	via Email	referral@ibew890.org

4. New calls for manpower will be recorded on the job line **(608)752-3290** daily by 5:00 pm. A brief description of the nature of the call will be provided stating the name of the employer, the start date, the number of positions available and the anticipated duration (if available). The recorder will show the date and time of each call received. If there are no calls for manpower that day, a message to that effect will be on the recorder.

   If you are interested in a referral for any of the jobs, at the conclusion of the recorded information you can leave a message or send an email to referral@ibew890.org stating your name, your card number, your job preference(s) and a phone number where you can be reached the next morning.

   At 8:00 am the following morning, or on Monday at 8 am for information put out on Friday, the job line will be turned off. All respondents will be ranked according to their position on the "Out of Work" list and will be called in this order between 8:00 am and 10:00 am. We will call you at the number you left on the recorder or in the email.

   All respondents who have not been contacted by 10:00 am the following morning can assume that their referral position was not high enough to be issued a referral. Any new work calls or unfilled calls will be put on the job line for referral the following day.

5. If a manpower call is not filled by 8:00 am the day after posting, the call shall be considered open. Unfilled open calls will be filled by qualified individuals on a first come-first serve basis.

6. **Strikes/Turndowns**- When the Book 1 out of work list is 50 or less, any regular job referred to someone below you on the Out of Work list is considered a refusal. Applicants shall have the right to refuse two (2) referrals. Refusal of more than two (2) referrals will result in the applicant being removed from the list. Applicants so removed, must then re-sign in person. Specialty work will not be considered refusals. Additionally, the following will result in a strike, applicants

unavailable for referral when work would have been offered shall receive a turndown/strike, and applicants that could have been referred but did not respond will receive a turndown/strike.

7. The Business Manager is responsible for filling calls in a timely manner as needed by employers, emergency referrals may have to be made outside normal hours using whatever means are available to fill calls.

8. If an applicant accepts a job and then decides to turn the job down or does not report for the job he/she will be removed immediately from the out of work book and will be required to re-register in person.

9. Any applicant having a complaint with the administration of the referral system must submit any such complaint in writing to the referral appeals committee within five (5) days from the act complained of to the local union office.

10. All "Specialty Calls and Foreman Calls by Name" will be subject to the discretion of the Business Manager, as to their validity and need. The employer shall have the right to call Foreman by name, provided the employee has not quit his previous employer within the last 14 days. When an employee is called as Foreman, he must remain as a Foreman for 12 weeks or must receive a reduction in workforce.

JOB LINE – (608)752-3290

IBEW Local Union 890 Resign Card

Use this card to resign via mail. When resigning by email enclose the following information:

Name: _____ Date: _____

Phone Number: _____ Home Local: _____

Original Sign Date: _____

This card must be received by the hall between the 10th and the 16th of each month.
You may submit this card via mail to:

IBEW Local Union 890
1900 Reuther Way
Janesville, WI 53546

Or Email: referral@ibew890.org

In addition, only Local Union 890's re-sign forms will be accepted for re-signing our books. **NO EXCEPTIONS!** We highly recommend that you call the hall to verify that your card has been received. If we have not received it, it may be lost. If lost, you should re-sign in person or risk losing your spot on the book. You may print resign cards from our website: *www.ibew890.org*

L.U. Staff Initials: _____

Revised June 1st, 2026