



## Referral Procedures

1. Each registrant is required to supply an up to date address and phone number to the Business Manager.
2. Referral sign in shall take place any time during normal business hours at either of the union halls or the satellite office.
3. Initial sign in may require a signed letter of introduction from their home locals Business Manager.
4. Registrants will be allowed two refusals without penalty. After the third refusal, the registrant will be removed from the available to work list. They must then re-sign the book in person.
5. Being unavailable for referral when work is offered is considered a refusal. Not answering the phone is considered a refusal.
6. Rejection of an applicant by the employer is not considered a refusal.
7. Re-sign shall be required monthly beginning on the 10<sup>th</sup> and ending on the 16<sup>th</sup> of each month
8. This procedure is to be implemented per International President Ed Hill as of 06-01-2012