1. All registrants must meet the qualifications required for the out-of-work registers that they are signing.

2. Registrants may sign only one out-of-work register.

3. Referral sign-in shall take place anytime during normal operating hours of the Union office as follows:
   - Monday through Thursday anytime between 8:00 a.m. and 5:00 p.m.
   - Friday anytime between 8:00 a.m. and 4:00 p.m.

4. Initial sign-in may require, where applicable, a signed Letter of Introduction from their home local Business Manager.

5. All registrants must initially sign the appropriate out-of-work register in person. In order to maintain your name on the out-of-work register, **you must re-sign monthly beginning on the 10th and ending on the 16th of each month by one of the following methods:**
   - In Person
   - Fax (253) 565-3436
   - Online www.ibew483.org
   - E-mail dispatch@ibew483.org
   - Mail 3525 South Alder Street
          Tacoma, WA 98409
          (Postmarked between the 10th and the 16th)

   All re-signs are required to provide the following information:
   - Name
   - Address
   - Phone #
   - Home Local #
   - IBEW Card # (If not a Union member, a Driver’s License or Government Issued I.D.)
   - Last four digits of Social Security #

6. Category I language, adopted December 23, 2008, states the following, “Once an applicant qualifies for, requests and is granted Group I status in any Local Union, they
shall retain that status in the Local Union and shall not be required to requalify unless they qualify for, requests and is granted Group I status in another Local Union. If that situation occurs, the applicant would have to requalify for Group I status in any previous Local Union(s) in which they enjoyed Group I status.”

7. Registrants will be allowed two (2) turndowns without penalty and be rolled completely off the book for a third turndown. They must register in person after being rolled off. Being unavailable for referral when work would have been offered to the registrant shall be considered a turndown. Rejection of the applicant by the employer is not a turndown.

8. Short Call – A dispatch of forty (40) hours or less. Applicants will maintain position on the out-of-work register when accepting a short call, providing they notify the Local Union of availability for work on the next working day following job completion.

9. Long Call – A dispatch of more than forty (40) hours. Applicants are removed from the out-of-work register when accepting a long call. However, an applicant receiving work of forty (40) hours or less, through no fault of his/her own, will be restored to appropriate position on the register, providing the Local Union is notified.

10. Dispatch hours are Monday through Friday, 8:30 a.m. to 3:30 p.m., but dispatch must remain open until all jobs are filled.

11. All calls for work during dispatch hours will be filled with the first available member on the appropriate out-of-work register.

12. All calls for work after dispatch hours will be filled on the next day during dispatch hours unless it is due to an emergency, or the first applicant is available.

13. Emergency is defined as storm damage, loss of crew size, loss of work for customer (per NECA contract). The Business Manager is responsible to fill calls in a timely manner as needed by employers. In an emergency, referral may have to be made outside normal hours using whatever means are available to fill calls and place registrants.

14. All dispatch requests will be made through the business office of IBEW Local 483.

15. Any individual who receives two (2) discharges for cause within a twelve (12) month period shall be suspended from future referral privileges until they appear before the Appeals Committee for determination as to their continued eligibility for referral.

16. These referral procedures and rules are in addition to the terms of the Collective Bargaining Agreement in effect for the employer to whom an applicant is dispatched. Any conflicts with the Collective Bargaining Agreement shall be referred to the Business Manager for resolution.

17. Referral procedures and rules shall be at the sole discretion of the Business Manager. Any change in the above procedures or rules, when posted, shall automatically become part of this document.