

**LOCAL UNION NO. 24 - BALTIMORE DIVISION**  
**HIRING HALL RULES**  
**Effective January 1, 2017**

1. No applicant for employment shall be registered unless he appears at the **Baltimore** Hiring Hall in person and requests to sign the respective out-of-work book. Groups I, II, III, IV. This may be done Monday through Friday, 8:00 A.M. – close of business (except holidays).
2. Upon requesting to register on the out-of-work list, all applicants shall complete an application for referral.
3. All persons registered on the out-of-work list shall re-sign from the **10th through close of business on the 16th day of each month**. Re-signs are to take place by one of the following means:
  - a. In person at either Hiring Hall (Baltimore or Eastern Shore) by signing the out-of-work list (Monday – Friday, 8:00 – close of business)
  - b. by mail with the approved LU#24 Baltimore Division resign cards (post marked from the 10<sup>th</sup> through the 16<sup>th</sup> of each month)
  - c. by e-mail addressed to: [resign@ibewlocal24.org](mailto:resign@ibewlocal24.org)
  - d. by fax attn: Referral Office @ 410-644-1434

} Including a date and time stamp from the 10<sup>th</sup> through the close of business on the 16<sup>th</sup> of each month.
- \* (All of which shall include name, card#, LU#, and phone #).
4. Manpower calls for the following day will be posted on a job hotline and available for review after 6:00 P.M. @ 410-247-5737 / 1-800-240-6022. Applicants seeking any available job must register in person on a daily sheet (“Day Book”). At either the Baltimore or Eastern Shore Hiring Hall.
5. Sign in on the “Day Book” is Monday – Friday, from 8:00 A.M. – 8:45 A.M **SHARP!**
6. Referrals will then be processed in the manner of lowest number on the out-of-work list to the highest number on the out-of-work list. All of whom will have signed the Day Book.
7. Job call out starts immediately after the “Day Book” sign in is complete
8. Upon receiving a referral, the registrant shall be handed a referral slip from the Referral Office and informed of the contractor, time and place to report for employment.

9. Upon accepting the referral the applicant must report for work on the day he receives the referral or the next business day, unless otherwise specified in the manpower request.
10. The names of the registrants shall be removed from the out-of-work list as they are referred to an employer. Should a registrant be rejected by an employer, the registrant should have the employer so note on the referral slip. The registrant shall immediately contact The Referral Office, return the slip and re-sign the out of work list in order to retain his/her position.
11. A Registrant who is hired and who receives, through no fault of his/her own, work of 14 calendar days or less shall, upon re-registration (in person), be restored to his appropriate place on the out-of-work list.
12. Applicants referred to any employer for a short call (2 weeks or less, 14 calendar days) shall not be allowed to be referred out on another advertised short call until short term opportunities have rotated through the out of work list.
- 13. Registrants shall receive a maximum of 1 turndown per day. Turndowns shall be issued only to numbers 1-25 on the Out-Of-Work List. Any job deemed having special circumstances by the Business Manager shall not constitute a turndown. (Example: an advertised 14 day short call, 2<sup>nd</sup> or 3<sup>rd</sup> shift, welder, CDL, service truck, etc. \*All calls requiring any form of substance abuse testing are subject to turndowns.) Registrants will be allowed two turndowns without penalty and removed from the out-of-work list upon a third turndown. Being unavailable for referral for any reason when work would have been offered to a registrant shall be considered a turndown. Rejection of the registrant by an employer is not a turndown. All applicants removed from the out of work list for any reason must re-register in person after being removed.**
14. The Business Manager is responsible to fill all calls in a timely manner as needed by the employers.
  - Any and all unfilled calls that were posted will be filled at the Business Manager's discretion.
  - Also, in an emergency, referrals may have to be made outside normal hours using whatever means are available to fill calls and place registrants. Fair and equitable means will be used but ALL CALLS will be filled.