



**CLARIFICATION to the Local 48 Hiring Hall Rules
Emergency Amendment dated March 23, 2020
Revised December 14, 2020**

Signing the Book

Submit documentation as noted below to the Dispatcher via:

- **Email: dispatch@ibew48.com**
- **Fax: 503-251-9920**
- **Mail: (Attention Dispatch, IBEW 48, 15937 NE Airport Way, Portland, OR 97230)**

IF you have never signed in IBEW 48

REQUIRED DOCUMENTS FOR THOSE WISHING TO SIGN AN OUT-OF-WORK LIST FOR THE FIRST TIME AND/OR BECOME A MEMBER OF IBEW LOCAL 48:

- Electrical License;
- Social Security Number;
- Phone number; and
- Driver's License/photo ID

REQUIRED DOCUMENTS FOR TRAVELERS TO GET ON BOOK 2:

- Current Travel letter;
- Current dues receipt;
- Social Security Number;
- Phone number; and
- Email address

REQUIRED DOCUMENTS FOR MATERIAL HANDLERS:

- Driver's License/photo ID;
- Phone number; and
- Social Security Number

If you have signed IBEW 48 Referral List in the past.

Registrants with established Book status that need to sign an Out-of-Work List should not come to the Hall in order to do so, but should instead submit a written request to the Dispatcher, including the following information:

- a clear request to be "signed in" and on what Out-of-Work List;
- the registrant's full name; and
- the registrant's card number or the last four (4) digits of the registrant's Social Security Number.

If a registrant is not currently on any Out-of-Work List and has already provided the registrant's most recent termination slip to the Dispatcher, that registrant must provide a written request to the Dispatcher including the following information:



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- a clear request to be “signed in” and on what Out-of-Work List;
- the registrant’s full name; and
- the registrant’s card number or the last four (4) digits of the registrant’s Social Security Number.

***PLEASE NOTE:** For all sign-ins that are performed by the Dispatcher, confirmation of being signed in shall be provided by the Union in the same fashion the written request was made (email, fax, mail, or text).*

Bidding on Jobs

Bidding on jobs in person will not occur while Local 48 has limited its Business Office to appointment only. Instead a registrant must either:

- Bid online (available to registrants on the Commercial/Industrial, CE, Sound & Communications and Material Handler Out-of-Work Lists) per the standard procedures in the Hiring Hall Rules, or may
- Bid by:
 - email the Dispatcher: dispatch@ibew48.com;
 - phone message (503.251.8689); or
 - via text message (503.799.4371)

Written bids must have the following information:

- registrant’s full name;
- card number or the last four (4) digits of the registrant’s Social Security Number;
- phone number; and
- the specific call or calls that the registrant is bidding on (available to registrants on the Commercial/Industrial, CE, Sound & Communications, Residential, Material Handler, Electronic Control Panel Manufacturing, and Marine Out-of-Work Lists). If bidding on multiple calls, the registrant must specify the priority of the bids (1st choice, 2nd choice, etc.). If priority is not provided, the Dispatcher will award the registrant with the first job specified on the message.

The cut-off time for leaving a bid or bids via voicemail and/or text message is 9 a.m. on the day of dispatch.

FOR NEW MEMBERS AND/OR TRAVELERS ON THEIR FIRST JOB WITH LOCAL 48, the Dispatcher will call after you are dispatched to set up an appointment between 1:00 p.m. – 3:00 p.m. Monday through Friday to do the necessary paperwork for your Local 48 membership & benefits.