

**Material Handler Referral Policy (Supplements the IBEW 191 Referral Procedure Rules):**

**Material Handlers will start on Book 2.** After the Material Handler completes their first dispatch and is laid off, they must submit their termination slip to Dispatch, and they will be eligible to sign Book 1. If they drop membership, the Material Handler will start the process over again by signing at the bottom of Book 2, will start at the lowest wage rate and will be eligible to sign Book 1 only after being dispatched off Book 2 again. **Book 2 Material Handlers are only eligible for daily roll-call in-person or via the jobline.** Book 1 Material Handlers will be eligible for daily roll-call in-person, via the jobline, or online web-bidding via Labor Power/Jobs for Dispatch.

Material Handler wages are based on hours worked. Progression upgrades are issued when hours worked are turned into the local union office, reviewed and approved. Back wages are due to the material handler as of the date the total hours are received by the local union. Back wages to the date approved are owed only if the material handler is still employed by the contractor when the upgrade letter is received by the contractor.

To receive an upgrade to the next progression level, Material Handlers must provide documentation of hours worked to [dispatch@ibew191.com](mailto:dispatch@ibew191.com). Check stubs are not approved documentation. Documentation may be in the form of employment records from the employer, Employment Security Employment history or Zenith Fringe Report. Documentation can be sent by email to [dispatch@ibew191.com](mailto:dispatch@ibew191.com) as an attachment, or hard copies in-person only. Proof of hours of experience dispatched as an equivalent classification may be accepted towards upgrades, when approved by the Business Manager (i.e. Stockman or similar). No experience for hours worked as a journey-level worker or as an apprentice or trainee will be counted towards upgrades.

Effective 11-2025



Randy Curry, Business Manager / Financial Secretary