

NOTICE
Referral Procedure
EMERGENCY AMENDMENTS
Effective November 16, 2020

Due to the unprecedented circumstances surrounding the outbreak of COVID-19, and with our commitment to our members, staff, and community, Local 611 will be operating with limited staff effective Monday, November 16 and will not be providing in-person services. This will remain in effect until the Union determines it is appropriate to return to normal operation.

Please know that Local 611 will still be operating, including dispatching and assisting members as always during this difficult time, but it has become necessary to modify some of the Union's procedures. The specifics of how dispatch and other services will continue are provided below. Notification will be provided when the temporary amendments are no longer in place.

1. The requirement to sign the Out-of-Work books in person has been temporarily waved. If you have signed the books here before and want to be placed on the Out-of-Work books, either email (dispatch@ibew611.org), fax (505) 342-2990 or text (505) 796-2479 the following information:

- *Your full name*
- *Which books on which you would like to be placed on*
- *Last four (4) numbers of your social security number*
- *The Dispatcher will give confirmation of receiving your request in the same fashion the written request was made*

(email, fax, or text). If you do not receive confirmation please contact Dispatch at 505-343-0611.

- 2. Those wishing to sign an Out-of-Work book for the first time and/or become a member of IBEW Local 611, will need to text (505) 796-2479 or email (dispatch@ibew611.org):*

Full name

Address

Email address

Phone number

Copy/ picture of dues receipt (if applicable)

Copy/ picture of travel letter (if applicable)

The dispatcher will call back to confirm and ask additional questions.

- 3. Because applicants will not appear at the Hall to pick up referrals, Dispatch will email or fax all referrals to the employer. The employer will email or fax the signed copy of the authorization for representation and dues deduction back to the L.U. The applicant must take all required documentation as listed in the call when reporting to the employer.*



Pete Trujillo
Business Manager
IBEW L.U. 611

11-13-20

Date