

IBEW LOCAL UNION 429 RE-SIGN and REFERRAL PROCEDURES
(Effective November 1, 2009)

ORIGINAL SIGN DATE _____ CARD NUMBER _____

- 1.) Registrants must re-sign by one of the following methods:
 - a.) In Person
 - b.) By Fax at **(615) 889-5150** (NO EXCEPTIONS!)
 - c.) By E-mail at resign@ibew429.org (NO EXCEPTIONS!)
 - d.) By Regular Mail
- 2.) All re-signs must include your name, card number, original sign date and indicate which book you are re-signing.
- 3.) All re-signs must be received no later than 4:30 p.m. (CST) on the **FIRST** Friday of each month. Registrants may sign in person, by e-mail or by fax Tuesday through Friday and by regular mail Monday through Friday. No **EARLY OR LATE** re-signs will be accepted, no exceptions. Registrants who miss their re-sign, send their re-sign to the wrong fax number or wrong e-mail address, will lose their original sign date, no exceptions. They will be removed from the available for work list and will be required to re-register in person.
- 4.) Applicants on the available for work list (Books I-IV) will be responsible for calling the job line between the hours of 5 p.m. to 7 a.m. (CST) or check the website at www.ibew429.org and click on "dispatch" to see what jobs are available for the following work day. The job line numbers are as follows: **(615) 883-6638** or toll free at **(888) 414-0429**.

If interested in a job referral, applicants shall sign the Day Book in person between 8 and 9 a.m. (CST) the following work day; **or** call the Telephone Recorder System as outlined below:

Applicants may call the job line number(s) after 5 p.m.; dial 1 for Referrals and 2 for Announcements, after listening to available jobs, and if interested in a job, after the beep, **state your full name, original sign date, card number, job preference and a telephone number that you can be reached between the hours of 9:00 a.m. – 12:00 p.m.** Applicants accepting a job will have until 3:30 p.m. (CST) the same day to pick up the referral or will be removed from the book. Only the highest registered applicants will receive a return call and be offered a job before noon.

- 5.) Local 429 has a three turndown rule on referrals. Applicants will be allowed two (2) turndowns without penalty and will be rolled to the bottom of the available for work list for the third turndown. The only exceptions to being charged for a turndown are as follows:
 - a.) Military Leave
 - b.) Jury Duty with verification