

IBEW Local Union 429 Referral Procedure Policy

Revised July 5, 2011

1. In order to be eligible to place your name on the Local 429 "Available-for-Work-List" you must meet one of the following requirements:
 - a.) Unemployed in the electrical trade; or
 - b.) Working as a Local 429 traveler in another local's jurisdiction; or
 - c.) Working with Local 429's Membership Development Department.
2. Initial registration must be in person at IBEW LU 429, 2001 Elm Hill Pike, Nashville, TN, 37210 and shall take place any time during normal business hours between 8:00 a.m. and 4:30 p.m. (CST), Monday through Friday.
3. Applicants must indicate for which Group/Book they are making application by initially filling out an application-for-referral form and card, and registering their name, date, card number and local union number, if any, in the appropriate registration book. All applicants must provide a separation notice and/or a travel letter from their home Local.
4. All requests for employment received by 3:00 p.m. (CST) will be placed on the job line after 5:00 p.m. (CST) and will be dispatched the following business day. Applicants seeking employment should call the job line at (615) 883-6638 or visit the dispatch page on the Local's website at www.ibew429.org. Applicants living outside of the local calling area may use our toll free number (888) 414-0429.
5. Applicants shall have the option of a Day Book referral procedure or a Telephone Recorder referral procedure. Day Book registration shall be in person between 8:00 a.m. and 9:00 a.m. (CST). Applicants using the Telephone Recorder System must call the jobline after 5 p.m. (CST) dial 1 for Referrals and 2 for Announcements, after listening to available jobs, you will hear a beep, at that time, state your full name, original sign date, card number, job preference and phone number where you can be reached after 9:00 a.m. If you can not be reached on the first call, at the telephone number you left, you will be passed and receive a "turndown". All registrants on the "Available-for-Work List" will also receive a turndown until all calls are filled. The two lists shall be combined and call out will be after 9:00 a.m. and will remain open until all jobs are filled. In case of an emergency, subject to verification by the business manager, referrals may have to be made outside of the normal hours using whatever means are available to fill calls.
6. All applicants in Groups I through IV must re-sign by the first Friday of each month. Should Friday fall on a holiday, applicants will be allowed to re-sign the following business day. Re-sign may be accomplished by regular mail, e-mail, fax or in person. (See Re-sign Procedure.)
7. Applicants will be referred in chronological order in the respective referral groups. Group I will be called first then II, III and IV.
8. Applicants who accept a referral and does not show up for employment, are fired for just cause, do not meet the criteria for employment, and/or quits employment shall be removed from the book and must re-sign in person. If the employer rejects an applicant for employment they will retain their position on the "Available-for-Work-List."
9. Any applicant who is hired and who receives, through no fault of his own, work of fourteen (14) calendar days or less, shall upon re-registration, be restored to their appropriate place within their group. Applicants returning from a short-call (14 days or less) must provide a separation notice to the dispatcher.
10. If you are on the "Available-for-Work-List" you must accept the calls that are available for that day or you will be charged with a turndown, with the exception of military leave and verified jury duty. Registrants will be allowed two (2) turndowns without penalty, after the third (3) turndown registrants will be rolled off of the Book and must re-sign in person. Multiple job offers on any one day shall be considered only one (1) turndown. Registrants will not be charged with a turndown if on Military Leave or Jury Duty.
11. Individuals who receive a discharge/termination for just cause will be suspended from future referral privileges until they appear before the Executive Board and/or the Business Manager for a determination as to their continued eligibility for referral.

Any complaints regarding the administration of the Referral Procedure should be submitted in writing by certified mail to the Appeals Committee, c/o IBEW Local Union 429, 2001 Elm Hill Pike, Nashville, TN 37210.