

INSIDE
IBEW Local 309 Referral Policy

Book 1 Job Line: 618-345-5112 ext. 218

Book 2 Job Line: 618-345-5112 ext. 219

www.ibew309.com

M - F and through the weekend 4:30 p.m. - 7:00 a.m.

In strict adherence to the referral language as contained in the Local 309 Agreements, IBEW Local 309 will refer the first qualified candidate from the Out-of-Work list of the highest group for referral to any signatory employer seeking employees.

Online System (Preferred): Effective August 1, 2014, when you register on the out-of-work list you will have the capability of re-signing, checking book placement, making changes to your registration information and bidding jobs online. You can access this by going to our website at **www.ibew309.com**. For initial login, the user name will be the registrant's last name and the user password will be the last 6 digits of their social security number. Once logged in the registrant will be prompted to change their user name and password to something personalized. The next step is to go to the "members" tab and click on "referral bidding". If it is during the bidding hours, any jobs will be shown at this time.

For those that do not have access to the online system: We also offer a phone system that will allow you to bid on jobs by calling the after-hours job line. To access the job line, call Book 1 Job Line: 618-345-5112 ext. 218 or Book 2 Job Line: 618-345-5112 ext. 219 and follow the prompts. The job line is available between the hours of 4:30 p.m. and 7:00 a.m. and throughout the weekend.

Please use one option or the other. We ask that you do not bid the same job online and by phone. There is no need to duplicate your bid, unless you feel your bid has not been received.

If you are the successful bidder: You will be contacted, via telephone by the acting referral agent the following morning. The local union has a responsibility to fill calls timely as needed by employers. The respondents with the highest referral position will be notified as promptly as possible as to the issuance of a referral. Messages will not be left on answering machines. You must answer the phone in person.

Sign-In-Times: To register on the out of work list, you must come in person between the hours of 7:00 a.m. and 4:30 p.m. Monday through Friday. A current dues receipt is required for all IBEW members to verify job classification. You must complete both sides of the referral card. If you want to be eligible for the specialty calls make sure to mark them on the back of the card (up to date certification may be required).

Turndowns (Dings): Each person is allowed two (2) turndowns without losing his/her position on the out of work list. After the third turndown you will be rolled off the list. A turndown or ding is when a person below you on the out of work list fills a long call that you did not bid on. No exceptions. Rejection by an employer is not a turn down. If an applicant accepts and works a shortcall for the full duration, the applicant's turndowns will be reset to zero.

Rejection from employer: Applicants will be allowed two (2) rejections without losing his/her position on the out of work list. After a third employer has rejected the applicant he/she will be required to receive additional training before resuming their place on the out of work list.

Re-sign Procedures: Re-sign is required monthly between the 10th and 16th of the month. The preferred method of re-signing is online. If you do not have the capabilities to resign online, use one of the following options: fax 618-345-3810, email (electricians2@ibew309.org) or in person. Re-signs require your name, IBEW card number, and original sign date.

Discharge for cause: Individuals who receive two (2) discharges for cause within a 12 month period will be suspended from future referral privileges until they appear before the appeals committee to determine his/her eligibility for referral.