

NORTH CENTRAL STATES REGIONAL COUNCIL OF CARPENTERS

MINNESOTA AREA REFERRALS

1. To be eligible for a referral on Book 1, an applicant must have worked one year out of the last four under a Regional Council working agreement for Minnesota, reside within the normal labor market for the Council's Minnesota Area Agreements, have worked at the trade for four years and must have passed a journeyman's examination conducted by the Regional Council or its predecessor organizations.
2. Book 2 shall consist of all persons who have worked and reside within the normal labor markets of the Regional Council, have four years experience at the trade and have passed the journeyman's examination conducted by the Regional Council or its predecessor organizations.
3. Book 1 Applicants are allowed to solicit jobs from employers provided the employer is signatory or bound to a collective bargaining agreement with the Regional Council.
4. To be eligible for a referral from Book 1, an applicant must have completed a referral application, be unemployed and available for employment.
5. Referrals shall be referred first from Book 1 and then from Book 2. Within each book applicants shall be referred based upon the date on which they have registered for referral, provided they have the qualifications and experience necessary for the job assignment. Referring representatives shall also take into consideration the proximity of the applicant's residence to the job site.
6. Applicants must register in person or by telephone at any North Central States Regional Council of Carpenter's Council office during business hours. Applicants may register at the Regional Council office or satellite office responsible for servicing individuals working under area collective bargaining agreements.
7. If an applicant listed on Book 1 refuses a job, the applicant's name will be placed at the bottom of Book 1.
8. Any applicant who works less than five continuous days or less than 40 hours shall retain their position on the referral list.
9. All applicants on the Book 1 referral list upon becoming re-employed shall immediately notify the Regional Council office. Failure to do so shall result in removal of individual's name from the referral lists.
10. Apprentices shall be referred in accordance with the rules of the Joint Apprenticeship Committee and the applicable collective bargaining agreement for the craft and geographical area in which the referral takes place. Apprentices upon becoming unemployed are to register with the Joint Apprenticeship Committee **and** the Regional Council Office. The referral list shall only be administered by persons designated by the Executive Secretary-Treasurer.
11. If an individual who seeks referral has a positive drug test pursuant to the drug testing policy under any of the Regional Council's working agreements, to remain on the referral list the individual must seek assistance from an EAP Program approved by the Regional Council.

Twin City Referral Office: 651-646-5843
Twin City Council Office: 651-646-7207
Toll Free: 877- HANDSAW

Minnesota Unemployment Office: www.uimn.org
651-296-3644 or 877-898-9090