

BOOK II

I.B.E.W. LOCAL UNION 16 OUT OF WORK REGISTRATION RESIGN AND REFERRAL POLICY & PROCEDURE

1. Hours of registration are from 8:00 a.m. to 5:00 p.m. (the office is closed 12:00 p.m. to 1:00 p.m. for lunch) Monday through Friday, excluding observed holidays.
2. Website access (www.ibewlocal16.com) to determine Book placement as well as job bidding.
3. All applicants shall be required to furnish verified or documented proof of work experience approved by the hiring hall administrator to qualify for employment.
4. All applicants must sign the appropriate out of work list and fill out and sign a registration card. If you have been working through Local 16's referral system, a copy of your termination slip is required.
5. It is the responsibility of the applicant to notify the Local Union office of any change of address and / or telephone number(s).
6. Calls for manpower (with job requirements) will be posted on the job line and on the website from 6:00 P.M. to 6:00 A.M. The calls posted on Friday will remain posted until 6:00 A.M. Monday morning.
7. You must bid on the posted jobs through the website (www.ibewlocal16.com) or job line 812-867-4132 (voicemail system) to be eligible for a job. The bid should include: 1) your name, 2) your registration number, 3) your original sign date, 4) a telephone number that you can be reached at in the morning, and 5) specifications regarding the job or jobs that you are interested in. If for some reason you are unable to bid on line, you must use the voicemail system via the job line to bid – and vice versa.
8. All messages are retrieved the next business morning. Respondents are ranked and called according to their position on the out of work list. If we have to leave a message, you are required to contact us within 15 minutes (IBEW Local Union Hall Telephone: 812-867-9670). Once the calls start getting into Book 2, you can check how far the calls went by calling the job line (812-867-4132) after 10:00 A.M. This information should also be available on line.
9. Regular Calls are expected to last over 14 days. If you are out on a regular call and are laid off on or before the 14th calendar day (regular call turned into short call), you must notify the Hall and provide a copy of the termination slip within 3 business days to maintain your position on our out of work list. **Short calls are defined as 14 consecutive calendar days or less** (book position on our out of work list will be maintained). If you take a short call out of your home local or sister local, it is your responsibility to notify this Hall when you start and when you are laid off. **Your short call can last no longer than 14 consecutive calendar days.**
10. **If you take a call lasting longer than 14 consecutive calendar days from your home local or a sister local, your name will be removed from local 16's out of work registration list.**
11. Requirements: Drug Card – drug testing is required and paid for by the Local upon referral issue. ARSC Safety Card – this safety course is required by some customers. If ARSC is a job requirement and you are interested in the call, please leave your message and the class will be paid for by the Local upon referral issue. You are expected to take the class when scheduled.
12. **RESIGNS:** Each applicant must **resign monthly** (every month) between the 10th and the 16th of every month. To remain on the "out of work" list, you must re-sign every month, even if you are out on a short call. **Resigns may be done by voicemail (812-253-0238), via the website (log in, under member's tab) or in person.** NO Late or early resigns will be accepted. **All resigns by voicemail must include your name and registration number.**
The ONE YEAR RESIGN MUST BE IN PERSON between the 10th and the 16th of the month. NO late or early resigns will be accepted. NO voicemail or on line resigns accepted for annual resigns.

****NAME** _____ BOOK 2 POSITION # _____ (on original sign date)

****REGISTRATION NUMBER** _____

ORIGINAL SIGN DATE _____

RESIGNS DUE EVERY MONTH between the 10th and the 16th

Resigns may be done by voicemail (812-253-0238), via the website (login under member's tab) or in person. The one year resign must be in person between the 10th and the 16th of your anniversary month.

ONE YEAR IN PERSON RESIGN REQUIRED:

(between the 10th and the 16th)