

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) for job bidding, resigns and book placement.
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, telephone number updates, and / or email address changes.
6. Calls for manpower (with job requirements) will be posted on the job line and on the website (log in, under Members tab) each day, including holidays, 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 **appropriate** job line **812-867-4132** (voicemail system) or through the website (www.ibewlocal16.com) to be eligible for a job. The voicemail message must 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) specify the job or jobs in the order that you are interested in them. Website bidding requirements will be listed on site. **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 are filled, you can check how far the calls went by calling the job line (812-867-4132) or checking the website (Work Outlook Box at bottom of the Home page on left side; click on "More Details"; click on "Jobs Posted and Filled". This will open a spreadsheet listing the last 30 days of calls.)
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. In addition, a few jobsites within our jurisdiction require the TWIC Card (www.tsa.gov/for-industry/twic)
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 resign 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 Members tab) or in person.

All resigns MUST include name and registration number. The one year resign must be in person.

ONE YEAR IN PERSON RESIGN REQUIRED:

(between the 10th and the 16th)