

International Brotherhood Electrical Workers

NICK VAUGHT, PRESIDENT



BRANDON WONGNGAMNIT, BUSINESS MANAGER

LOCAL NO. 16 • ELECTRICAL WORKERS BLDG. • 9001 N. KENTUCKY AVE. • EVANSVILLE, IN 47725-1397
PHONE (812) 867-9670 • FAX (812) 867-9675

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

- 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.
- Website access (www.ibewlocal16.com) for job bidding, resigns and Book position.
First Time ONLY Log In: User name = last name Password = IBEW card number
- All applicants shall be required to furnish verified or documented proof of work experience approved by the hiring hall administrator to qualify for employment.
- All applicants must sign the appropriate out of work list and fill out and sign a registration card. If you have been working thru Local 16's referral system, a copy of your termination slip is required.
- 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.
- 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 on the job line until 6:00 A.M. Monday morning.
- You must bid on the posted jobs through the **appropriate job line** (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. **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.**
- 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; if it is before 8:00 am, a phone number will be left in the message). You can check how far the calls went by calling the job line after 10:00 A.M.
- 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). **Your short call can last no longer than 14 consecutive calendar days.**
- If you take a call lasting longer than 14 consecutive calendar days from your home local, your name will be removed from local 16's out of work registration list.
- Requirements: Drug Card – 812-437-3784 (GenTox, 1718 N. Fares Ave., Evansville, IN 47711)
ARSC Safety Card – 812-464-1989 (You are expected to take the class when scheduled.)
TWIC Card – Appointment on line at www.tsa.gov/for-industry/twic
or Walk-in (Medic-On-Site Services – Call for times and more information 812-204-9283)
- 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 on a short call. **Resigns may be done by voicemail, via the website (log in, under Members tab) or in person.** NO Late or early resigns will be accepted. **All resigns 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 the annual resigns.

Meetings - 3rd Friday - 7:00 p.m.

BOOK 1 JOBLINE (LOCAL 16 MEMBERS ONLY): 812-867-9705 or 800-995-7367

BOOK 2 JOBLINE (TRAVELERS): 812-867-4132

BOOK 1 RESIGN LINE (LOCAL 16 MEMBERS ONLY): 812-253-2108

BOOK 2 RESIGN LINE (TRAVELERS): 812-253-0238



Chartered December 13, 1899