

REFERRAL/RESIGN PROCEDURE
Effective June 1, 2012

RE-SIGN RULES

Due to Resolution No. 35 of the IBEW 38th International Convention in September 2011, Local 193's resign procedure is changing effective June 1, 2012. The new rules are as follows:

- 1. Initial Sign Up Hours & Registration: 8:00 A.M. to 5:00 P.M.
Monday thru Friday**
Initial sign up must be in person only.

- 2. Resign:** You must resign every month beginning on the 10th and ending on the 16th of each month. You may re-sign by mail via postcard only (must be postmarked the 10th through the 16th), fax, e-mail (resign@ibew193.com) only, on website, or in person. All resigns must include the following information: Name, address, home local #, original sign date and IBEW Card #. You must resign in person once a year on the month anniversary from the 10th through the 16th.

- 3. Referrals:** Calls for manpower will be recorded daily and placed on the job line at 5:00 p.m. The job line may be reached by dialing 217-544-3479, and then press 1. A brief description of the nature of the call will be provided, stating the names of the employers, the start date, the number of positions available and the anticipated duration (if available).

If there are no requests for manpower that day, a message stating there are no requests today will be on the recorder.

All applicants will be required to give his/her name and card number when responding to recorded job information, along with his/her job preference and phone number and/or contact person.

Promptly at 8:00 a.m. the following morning, or on Monday at 8:00 a.m. if applicable, all respondents will be ranked according to their referral position. The respondents with the highest referral position, who have indicated a job preference, will be notified by 10:00 a.m. of the issuance of a referral slip and instructions.

All respondents who have not been notified by 10:00 a.m. the following morning can assume that their referral position was not high enough to be issued a referral.

The only exception to the above procedure will be to fill job requests of an emergency nature, that would necessitate immediate referral of manpower. Under emergency provisions, every effort will be made to call referral applicants in order of their referral position to fill such requests.

- 4. Turn Downs:** If applicant leaves their name on the job line and then does not accept the call you will be removed from the out of work list.