



Mike Young
Business Manager
Financial Secretary

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Business Agent
Membership Development

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

HOWARD

GRANT

WABASH

TIPTON

CLINTON

MIAMI

IBEW LOCAL 873 REFERRAL POLICY

GENERAL RULES

1. Hours of registration are from 7:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4 p.m., Monday through Friday, excluding observed holidays.
2. All applicants shall be required to furnish verified or documented proof of work experience approved by the hiring hall administrator to qualify for employment and must sign the appropriate “Out of Work” list.
3. Initial registrations must be in person or faxed/emailed from traveler’s Union Office to IBEW 873 Union Office.
4. It is the responsibility of the applicant to notify the Union Office of any change of address and/or phone number(s). The Union Office should also be notified if the applicant accepts employment elsewhere.
5. When you are registered on the appropriate “Out of Work” list and IBEW 873 receives a manpower request, an automated call will go out to everyone eligible to take the call. This system will make three attempts to contact you either by answering or voicemail.
6. If you would like to accept a referral (bid) for any of the jobs, you will need to call the hall **(765) 457-5371** by **9am** the following day to be eligible.
7. If you would like to accept a referral (bid) for any of the jobs and you call back after normal business hours; state your name, card number, phone number(s), and the job you are interested in on the job line recorder.
8. All respondents will be ranked according to their positions on the “Out of Work” list and will be called in this order between 9:00 a.m. and 11 a.m. on the day of the deadline for bidding. **If we have to leave you a message/voicemail, you are required to return contact by 12:00 p.m. on the day the message is left** or you will be passed over for the job(s).
9. Any job calls not filled by 12:00 p.m., on the day of the deadline for bidding, will be available to qualified applicants at the Union Office that day.

SHORT CALLS

10. Employer requests for manpower for durations of fourteen (14) calendar days or less are considered short calls. Upon presentation of their termination slip, through no fault of their own, to the Union Office, applicants returning from a short call shall be reinstated to their prior position in the order of the appropriate “Out of Work” list.
11. Registrants who accept employment in the form of a regular call, who would happen to receive a termination, through no fault of their own, on or before their 14th day of work, shall also be reinstated to their prior position in order of the appropriate “Out of Work” list.

RE-SIGN

12. Re-sign is required monthly beginning on the 10th and ending on the 16th of each month. Re-signs must include your **name, local number, page number, and IBEW card number** and can be done the following ways:
 - a. In person
 - b. Mailed to **2739 N. 50 E. Kokomo, IN 46901**
 - c. E-Mailed to resign@ibew873.com
 - d. Faxed to (765) 459-3951
13. **When re-signing by email, include name, local number, page number, and IBEW card number in the SUBJECT LINE ONLY. Emails will not be opened or responded to.**
14. Re-sign in person shall be required on your 6 month anniversary of your initial sign-in date.
15. If re-sign is not received in a timely manner, the applicant will be removed from the "Out of Work" list

This policy has been amended by IBEW Local 873 effective: June 22, 2020

Original Sign Date _____

Page number on Book 1 2 3 4 _____

President, IBEW Local Union 873

Treasurer, IBEW Local Union 873

Business Manager/ Financial Secretary, IBEW Local Union 873

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