



IBEW LOCAL UNION NO. 1393
3645 S. East Street
Indianapolis, IN 46227
Telephone: (317) 791-1362
Fax: (317) 791-3768

TERMINATION REPORT

EMPLOYEE: _____ TERMINATION DATE: _____
First Name M.I. Last Name

EMPLOYER: _____

CHECK REASON(S) FOR TERMINATION:

NON-DISCHARGE:

- Lay-Off due to lack of work, job completion or reduction in force.
- Voluntary Separation

DISCHARGE:

- Absenteeism
- Refuses to work as directed
- Not qualified
- Disregard of safety instructions

OTHER REASONS OR EXPLANATION OF ABOVE: _____

ELIGIBLE FOR RE-HIRE: Yes No

Employer Representative

Date

APPLICABLE CONTRACT LANGUAGE

Section 4.26 (a) When it becomes necessary to reduce forces, the Employer shall terminate employees in the classification or classifications so affected in the inverse order of their hire on a per job basis; provided, however, nothing in this Section shall require the Employer to retain any employee less qualified to perform the available work. A job shall be defined as one or more crews working at one or more headquarters under one contract in or near a town or city for a single client.

(b) When the Employer terminates an employee, the Business Manager shall be notified, in writing, by the supervisor, as promptly as possible, whether it was a discharge or a layoff.

SUBMISSION INSTRUCTIONS:

OPTION 1: Via E-mail: tbowden@ibewlocal1393.org & eadams@ibewlocal1393.org

OPTION 2: Via U.S. Mail: IBEW Local 1393, 3645 S. East Street, Indianapolis, IN 46227