

## NOTICE

Effective March 1, 1996

### **I.B.E.W. Local Union 1393 Hiring Hall Rules and Procedures for the Outside Agreements**

1. All applicants for employment must sign the appropriate "Out of Work List" and fill out an Exhibit "A".
2. All applicants shall be required to furnish verified or documented proof of work experience when requested by the Hiring Hall Administrator to qualify for employment.
3. It is the responsibility of the applicant to notify the Hiring Hall of any address and phone number changes.
4. Hours of registration are from 8:00 a.m. to 4:30 p.m. Monday through Friday.
5. All applicants must re-sign in person, by fax or mail. All applicants must re-sign every thirty (30) days from their last sign-up date. (example: March 7th is the original sign date, April 7th, May 7th, June 7th, etc. are re-sign dates). There will be a five (5) day leeway to accommodate for weekends and holidays.
6. All applicants who have taken employment as "salts" for organizing purposes and approved by a Local Union, will not be required to re-sign the "Out of Work List" monthly as long as they are employed as "salts".
7. Hours of referral are from 8:00 a.m. to 4:30 p.m. Monday through Friday.
8. Employers may call and request applicants from 8:00 a.m. to 4:30 p.m. Monday through Friday.
9. Calls to applicants for jobs will be made between the hours of 8:00 a.m. and 4:30 p.m. daily. Evening calls and weekend calls may be made if necessary.
10. (A) All applicants on the "Out of Work List" must make themselves available to accept a job.  
  
(B) Each applicant on the "Out of Work List" has the right to exercise two (2) turndowns. Any applicant refusing employment after exercising his/her two (2) turndowns shall be placed at the bottom of the "Out of Work List".
11. Commuting distance shall be the state of Indiana as used in Article III, Section 3.08 of the Outside Agreement.
12. At the discretion of the Business Manager or his designee, any applicant may be requested to furnish proof of his/her Indiana residency in accordance with standards adopted by the Local Union and attached hereto.