

IBEW Local Union 649
Alton, IL
RESIGN PROCEDURE
Effective January 18, 2013

In order to alleviate the economic hardship of traveling brothers and sisters, and to maintain a fair system of referrals, IBEW LOCAL UNION 649 has implemented optional resign procedures.

To Sign or Resign the Out of Work List in Person

1. Sign-in times are Monday through Friday, 7:00 a.m. to 5:00 p.m.
2. You must resign in person between the 10th and 16th of each month.

To Resign or Resign the Out of Work List by Fax

Maximum of Eleven Resigns by FAX allowed. Every twelfth resign must be in person.

1. Fax original slip given to you at initial sign-in.
2. Fax resigns will be accepted between the 10th and 16th of each month.
3. Fax **must** be sent to **IBEW LOCAL UNION 649** at **618-462-1653** only.

To Resign by Mail

Maximum of Eleven Resigns by Mail Allowed. Every Twelfth Resign must be in person.

1. Mail resigns must be by **Registered Mail**, sent to the Local 649 offices located at 3945 Humbert Road, Alton, IL 62002.
2. Resign request must be accompanied by the prospective employees name, classification, original sign date and page number on the Local 649 out-of-work list.
3. Resign request will be accepted between the 10th and 16th of each month.

Any deviations from these rules and you will not be resigned and will lose your place on the book.

Short Call Procedure

A short call consists of employment no longer than fourteen (14) calendar days.

If your resign date falls during a short call, a fax or phone call from an agent of your home local union where you are employed is requested. Upon completion of the short call, resign (either in person or by fax) is required.

Name	L.U. #	Original Sign Date	Page #
------	--------	--------------------	--------

Date When Resigning By Fax:

- | | | |
|----------|----------|----------|
| 1. _____ | 5. _____ | 9. _____ |
| 2. _____ | 6. _____ | |
| 3. _____ | 7. _____ | |
| 4. _____ | 8. _____ | |

You will be asked your page # when resigning, **HAVE THIS SHEET OUT FOR ALL RESIGNS.*