

# SIGN-IN/RE-SIGN PROCEDURE

IBEW LOCAL 145

EFFECTIVE OCTOBER 1<sup>ST</sup>, 2017

## To Sign or Re-sign the Out Of Work List *In Person*:

- 1) Initial Sign In Must Be In Person!
- 2) Sign In hours are Monday through Friday 7:30 AM to 4:00 PM
- 3) The thirteenth (13<sup>th</sup>) month of your original sign-in must re-sign *In Person*

## To Re-sign the Out of Work List:

**ALL RE-SIGNS ARE DUE BETWEEN THE 10<sup>TH</sup> & THE 16<sup>TH</sup> OF EACH MONTH!**

A maximum of twelve (12) re-signs by *Fax, Certified Mail or Email* are allowed.  
Every thirteenth (13<sup>th</sup>) re-sign must be *In Person*.

The following is a list of IBEW LU #145 Re-sign options:

- 1) Online Re-sign through our website: [www.ibewlocal145.com](http://www.ibewlocal145.com)  
Login to your online profile & re-sign from there
- 2) Email your Re-sign Slip information to: [resign@ibewlocal145.com](mailto:resign@ibewlocal145.com)
  - a. Include: Full Name, LU #, Original Sign Date and your Card # in your correspondence
  - b. You will receive a reply via email that your re-sign has been accepted
- 3) Fax original Re-sign Slip to: IBEW LU #145 at 1-309-736-1399
- 4) Mail a copy of your Re-sign Slip to: IBEW LU #145  
(via Certified Mail) 1700 52<sup>nd</sup> Ave Suite A  
Moline IL 61265-6378
- 5) In Person Re-sign at the union hall: Monday through Friday from 7:30AM to 4:00 PM

If an Applicant fails to Re-sign the long call book of their classification  
**between the 10<sup>th</sup> and the 16<sup>th</sup> of the month**  
they will be removed from all books they signed!

## Short Call Procedure

If you accept a Short Call while on the LU #145 Books, you must notify this office. If your Re-sign date falls while you are on a Short Call, it is still your responsibility to keep your Re-sign current.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
LU #

\_\_\_\_\_  
Original Sign Date

\_\_\_\_\_  
Card #

## Circle the Month You Are Re-signing:

January

April

July

October

February

May

August

November

March

June

September

December